



**The City of Kansas City, Missouri's
Amended
Guide to Requesting Funding Under the 2016 Action Plan for
CDBG, HOME, ESGP and HOPWA
And
Citizen Participation Plan**

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GUIDE TO REQUESTING FUNDING UNDER THE 2016 ACTION PLAN AND CITIZEN PARTICIPATION PLAN

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2016 CONSOLIDATED ACTION PLAN SCHEDULE

August 30, 2015	Publish notice of availability of funds and advertisement of workshops and Public hearing dates in <i>Kansas City Star</i> , <i>The Call</i> , and <i>Dos Mundos</i> .
September 16, 2015	Workshop #1 for potential applicants City Hall, 414 E. 12 th Street, 6 th Floor, 10:00 a.m.
September 23, 2015	Workshop #2 for potential applicants Robert J. Mohart Center, 3200 Wayne, 6:00 p.m.
October 1, 2015	Citizen Participation Plan administratively adopted following 30-day review period.
October 30, 2015	All funding requests due to Neighborhood and Housing Services Department, City Hall, 4 th floor reception desk, before 12:00 noon.
December 4, 2015	Funding requests reviewed by staff and recommendations completed.
December 18, 2015	Submittal of 2016 Action Plan recommendations to City Manager.
January 3, 2016 (tentative)	Publish draft 2016 Action Plan recommendations in <i>Kansas City Star</i> , <i>The Call</i> , and <i>Dos Mundos</i> .
January 20, 2016 (tentative)	2016 Action Plan recommendations presented to City Council. Public testimony taken. City Council Chambers, City Hall, 10 th floor, 12:00 p.m.
January 27, 2016 (tentative)	2016 Action Plan reviewed by City Council Neighborhoods, Housing & Healthy Communities Committee. Public testimony taken. City Council Chambers, City Hall, 10 th floor, 12:00 p.m.
March 1, 2016	Submission of the 2016 Consolidated Action Plan to HUD – begins 45-day review period.
May 1, 2016	2016 Consolidated Action Plan Program Year begins.
July 15, 2016 (tentative)	Tentative date for public hearing on 2015 Consolidated Annual Performance and Evaluation Report (CAPER). Location to be determined.
July 31, 2016	2015 CAPER submitted to HUD.
Questions regarding this schedule should be directed to Sarah Cecil of the Neighborhood and Housing Services Department at (816) 513-3036.	
Amended Plan Schedule	
May 15, 2016	Citizen Participation Plan Amendment Notice Published
June 15, 2016	Citizen Participation Plan Amendment Adopted Administratively
June 20, 2016	HUD provided data available to the public
June-September	Public Meetings held (specific dates to be determined)
July 13, 2016	Presentation of the AFH Status to Council
August 21, 2016	AFH Draft Summary Published (Public Hearing)
September 21, 2016	AFH Presented and Approved by Council (Public Hearing)
October 4, 2016	AFH Plan Submitted to HUD

Guide to Requesting Funding Under the 2016 Action Plan and Citizen Participation Plan

I. WHAT IS A CONSOLIDATED PLAN?

The Consolidated Plan is a document which assesses needs, sets goals and objectives and allocates funds from federal sources for housing and community development purposes over a five year planning period. The planning process for allocating these Federal funds is mandated by the U.S. Department of Housing and Urban Development (HUD). The City of Kansas City submitted (April 2012) its Five-year Consolidated Plan to HUD covering the program years 2012-2016. This plan, which was accepted by HUD, is as a guide for the investment of the housing and community development grant funds received by the City for 2016. For each year, the City must prepare an annual plan, which is known as an Action Plan.

II. ONE-YEAR ACTION PLAN

The City receives four grants from HUD on an annual basis - Community Development Block Grant (CDBG), Emergency Solutions Grant (ESGP), HOME Investment Partnership Grant (HOME) and Housing Opportunities for Persons with Aids Grant (HOPWA). The amount of each grant is determined by the total dollars appropriated by Congress for the fiscal year and entitlement cities and states receive an allocation based on a formula basis. These funds are allocated by the City to private non-profit community development corporations, community-based organizations, internal City departments, and private for-profit corporations for activities that generally benefit low- and moderate- income areas or low and moderate-income persons.

- A. Without exception, all CDBG program activities must meet at least one of the national objectives of the CDBG program, which are: 1) principally benefit low- and moderate-income persons who earn at or below 80% of the area median income; 2) aid in the prevention or elimination of slums or blight; or 3) activities that meet needs having a particular urgency.

In addition, a project must also be an eligible activity under the federal regulations of the CDBG program. These activities include, but are not limited to, acquisition of property, relocation of occupants of property acquired, rehabilitation and preservation of property, construction or rehabilitation of public facilities, demolition and clearance, code enforcement, provision of public services, economic development, removal of architectural barriers, and historic preservation.

- B. ESGP funds may be used to fund activities under one or more of the following categories: 1) Emergency Shelter – renovation, major rehabilitation or conversion; essential services; shelter operations; 2) Prevention Services – long and short-term financial assistance; 3) Rapid Re-Housing – relocation stabilization and financial assistance; 4) Data Collection – Homeless Management Information System (HMIS); or 5) Administration in accordance with 24 C.F.R., Part 576.

- C. HOME funds may be used to assist low- and moderate-income home buyers and homeowners and for development of rental housing which is affordable to low-income persons.
- D. HOPWA funds are used to provide housing assistance and supportive services to low-income persons with HIV/AIDS and their families.

Each of these programs has specific regulations, which the City must follow in the expenditure of the funds. The basic overall objective of the federal funds is to benefit low- and moderate-income persons, which are those households with an income of 80% or less of the area median income. The total funds available are all budgeted at the same time in order to achieve the maximum efficiency and flexibility. The City is currently preparing an annual plan for the fourth year (May 1, 2016 through April 30, 2017) of the five-year period.

As part of the annual budgeting process, the City proposes projects and accepts proposals from private organizations which are eligible to receive funds as subrecipients, contractors or developers. Application workshops are held to explain the application process and required forms, and to generally assist organizations planning to apply for funding.

III. THE CITIZEN PARTICIPATION PROCESS

Citizen Participation Plan

Throughout the development of the Action Plan, citizen input is encouraged. The City of Kansas City provides its citizens many opportunities to provide input to the decision making process. Citizens are encouraged to attend and participate in City Council committee meetings, neighborhood/community revitalization meetings, and numerous boards designed to solicit public comments. Two possible ways for you to become involved in the development and implementation of the Action Plan include:

- Providing written input through completion of Citizen Input Sheets which will be available at all scheduled public hearings or may be obtained by calling the Neighborhoods and Housing Services Department at 513-3036;
- Participation through non-profit, for-profit, and community development organizations which prepare and submit RFP's for funding consideration as part of the 2016 Action Plan.

The public information and hearing schedule for the 2016 Consolidated Action Plan is provided on page 4. The process begins in August 2015 with the CAPER review and continues into February 2016. Starting August 30, 2015, this RFP will be available, and public notices detailing the dates, times, and locations of public meetings will be placed in the *Kansas City Star*, *The Call*, and *Dos Mundos* newspapers, as well as on the department's webpage at <http://kcmo.gov/neighborhoods/>.

In late December 2015 or early January 2016, the City will publish a summary of the recommended 2016 Draft Action Plan and public hearing dates before the City Council Neighborhoods, Housing & Healthy Communities Committee in the same four newspapers as well as post it on the City's website. The City will accept comments on the draft Action Plan for 30 days beginning with the date of publishing. This 30-day citizen review period for the 2016 Action Plan will provide reasonable opportunities to examine and comment on the Plan.

Recommendations for the Draft 2016 Action Plan will also be sent to all persons and agencies that submitted proposals for funding consideration during the planning process.

Comments on the Draft 2016 Action Plan will be accepted and responded to within 5 working days. Written comments and responses will be included in the final 2016 Consolidated Action Plan. Direct comments made during the City Council Committee public hearings will also be included in the Plan.

Access to Records

The City will provide citizens, public agencies, and other interested parties with reasonable, timely access to information and records relating to the City's use of assistance under the programs covered by the 2016 Action Plan, or for the preceding five-year period.

The City will continue to accept and respond to any written comments throughout the year. Complaints will be investigated and responses will be made within 15 working days after a complaint is received. All concerns are filed in the Neighborhoods and Housing Services Department's records and made a part of the Consolidated Annual Performance and Evaluation Report (CAPER). A public hearing on the CAPER covering the 2015 program year (May 1, 2015 – April 30, 2016) will be held in August 2016. Written comments on the 2016 Action Plan will be included in the final Action Plan submitted to HUD.

Technical Assistance

The City will provide an appropriate level of technical assistance to groups representing persons of low- and moderate-income that request such assistance in developing proposals for funding assistance under any of the programs covered by the Action Plan.

Meeting the Special Needs of Non-English Speaking Residents

The City will publish its Public Notices and a summary of the Draft 2016 Action Plan in the *Dos Mundos* newspaper for Spanish speaking residents.

Meeting the Special Needs of Persons with Disabilities

The City will also include the following language in all notices, flyers, and releases to accommodate persons with disabilities:

"Any person with a disability desiring reasonable accommodations to participate in this meeting may contact the 311 Action Center at 311 or (816) 513-1313 or for TTY 513-1889 or by email at actioncenter@kcmo.org."

Adopting the Citizen Participation Plan

The City will administratively adopt the Citizen Participation Plan on October 1, 2015, after the required 30-day review and comment period from the date that it was made available to the public. The City will publish and make available to the public, especially to persons with disabilities, any amendments to the Citizen Participation Plan and provide a 30-working day period for citizens to comment on any substantial amendments as defined below.

Substantial Change Process and Amendments

The City of Kansas City presents the following policy regarding formal amendments to its Consolidated Plan. The Consolidated Plan will be amended, formally, upon the occurrence of one of the following:

- A. A Consolidated Plan activity described in the Consolidated Plan, as amended, is cancelled; or an activity not previously described in the Consolidated Plan, as amended, is added; or
- B. There is a substantial change to the current Consolidated Plan, as amended. *Substantial* change is defined as:
 - 1. a change in Consolidated Plan priorities;
 - 2. a change in a program/project description of such a degree that it may be reasonably concluded that a significant change in projected program purpose, scope, location, fund allocation or intended beneficiaries would ensue; or
 - 3. The amount to be expended, for an existing activity with an allocation of CDBG funds is in excess of \$250,000, is proposed to be changed by more than 25% plus or minus;

Formal amendments to the Consolidated Plan trigger the need for a public hearing and 30-day comment period. Changes to the Plan not reaching the level of formal amendment will be treated through existing City review and approval process. These informal changes will be included in the annual performance report to HUD and the public for the subject Consolidated Plan year.

IV. AFFIRMATIVELY FURTHERING FAIR HOUSING RULE

The AFFH rule requires fair housing planning and describes the required elements of the fair housing planning process. The first step in the planning process is completing the fair housing analysis required in the AFH. The rule establishes specific requirements program participants will follow for developing and submitting an AFH and for incorporating and implementing that AFH into subsequent Consolidated Plan's. This process will help to connect housing and community development policy and investment planning with meaningful actions that affirmatively further fair housing. The new approach put in place by this fair housing planning processes by providing data and greater clarity to the steps that program participants must take to assess fair housing issues and contributing factors, set fair housing priorities and goals to overcome them, and, ultimately, take meaningful actions to affirmatively further fair housing.

Citizen Participation

The City will publish a summary of each document (available data and summaries of the AFH sections) in the KC Star, Dos Mundos and the Call newspapers, and make copies of each document available on the internet, on the city's official government website (<http://kcmo.gov/neighborhoods/furthering-fair-housing/>), as well as at libraries, government offices, and public places, and list locations where copies of the entire proposed document may be examined. All copies of the plan will be free to the public

V. NOTICE OF AVAILABILITY OF FUNDS

Notice is hereby given that the City of Kansas City **anticipates** receiving federal funding in FY 2016 under the Community Development Block Grant, HOME Investment Partnership,

Emergency Solutions Grant and Housing Opportunities for Persons with AIDS programs. The following grant numbers are **estimates** of the funding to be received and will change when the City receives official notice of new allocations.

CDBG	\$7,500,000
HOME 2016 -	\$1,850,000
HOME Reprogrammed Funds	\$1,400,000
ESGP -	\$ 620,000
HOPWA -	\$1,090,000

Please note that for 2016, the City will include reprogrammed HOME funds in the amount of \$1.4 million from previous year's HOME allocations. Applications for housing development will be reviewed and, if recommended, the City may issue a fast-track conditional commitment with the understanding that an actual contract could not be executed until HUD approves the 2016 Annual Plan, which is expected in May or June of 2016

Additionally, a new form, Evaluation of Agency Financial Condition and Governance Practices, will be required to be submitted with each application. This form, which is being required by the City's Office of Internal Audit, replaces some previous questions that were asked about agency organization and finances. The form is included in Appendix C, Reference Materials.

Beginning on September 6, 2015, staff from the Neighborhoods and Housing Services Department will conduct a series of workshops to discuss the process for submittal of requests for funding. It is strongly recommended that agencies interested in submitting an application for funding attend one of these sessions. Applicants are encouraged to ask questions about required material that they do not understand in order to submit the best and most complete application possible. Agencies are also encouraged to review the City's 5-Year Consolidated Plan before attending a meeting to determine whether their proposal is consistent with the City's community development plans. The Consolidated Plan can be found on the City's website at <http://kcmo.gov/neighborhoods/> under the heading Reports and Plans.

The complete list of dates, locations and times for the informational meetings can be found on page 4. All completed applications for funding must be received at the Neighborhoods and Housing Services Department reception desk on the 4th floor of City Hall, 414 E. 12th Street, no later than 12:00 noon on October 30, 2015 in order to be considered for funding. (FAX and email copies will not be accepted.)

VI. THE RFP PROCESS

Submitted proposals are final and may not be amended or substituted, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant for additional information which may be necessary for the review process.

All responses to this RFP will be reviewed, evaluated and ranked by a committee. Committees consisting of Neighborhoods and Housing Services Department (NHSD) staff will review and rank the CDBG and HOME applications while a Community Review Committee made up of NHSD personnel and local citizens will review and rank the ESGP submittals. HOPWA

applications are reviewed and ranked by the City's Health Department. Rankings will then be used to develop funding recommendations for submission to the City Manager.

It is the responsibility of each review committee to ensure that a proposal contains all the information and documents required to verify that it is appropriate for the grant funding requested. This committee evaluates the content of the proposals and determines:

- Whether the proposed project appropriately addresses the identified needs;
- Whether the proposed project complies with existing state, county and City laws, ordinances, regulations and policies;
- Feasibility of timely implementation of the project; and
- Whether cost estimates appear to be accurate.

If a proposal is determined to be ineligible, the Applicant is informed and the proposal is withdrawn from consideration. In cases where there is uncertainty as to the proposal's eligibility, the City's HUD representative will be consulted for a final decision.

The evaluation criteria to be used by the various review committees can be found in the following appendices. Separate criteria will be used for CDBG non public service, CDBG public service, HOME, ESGP and HOPWA funding requests.

Community Housing Development Organizations (CHDOs)

The City is required to set aside a minimum of 15 percent of its HOME allocation for development activities in which qualified CHDOs are the owner, developer or sponsor of the housing. A Kansas City non-profit agency that can be certified as a CHDO prior to commitments of funding for a specific housing project may submit a proposal as part of the Action Plan application process. Proposals for rental activities should identify preliminary site locations, including address(es), if possible; all proposals must specify the target area, the number of units anticipated and the dollars requested.

The CHDO project funding will be determined after an evaluation of the CHDO's prior year's expenditure rate and the CHDO's past performance (if applicable); the amount of outside funding leveraged by the type of housing proposed (single family vs. multi-family); and by how well the CHDO's proposal addresses an unmet priority need identified in the five year Consolidated Plan.

An agency qualifying for CHDO funding must be certified immediately prior to the commitment of funds. Additionally, the CHDO must be re-certified annually throughout the term of the contract and the entire affordability period for rental projects. For more information on CHDO Certification Criteria please call (816) 513-3036.

Funded CHDO projects must be under written agreement (contract) within two-years funding allocations. The City will monitor and report on all CHDO projects so that this commitment period is met.

VII. APPLICATION INSTRUCTIONS

All application materials must be received at the Neighborhoods and Housing Services Department reception desk on the 4th floor of City Hall, 414 East 12th Street by **12:00 noon** on October 31, 2014 in order to be considered valid. **PROPOSALS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED.**

1. Submit the following number of applications for each funding request to the above address:
 - CDBG - one (1) Original plus four (4) copies
 - HOME - one (1) Original plus four (4) copies
 - ESGP - one (1) Original plus ten (10) copies
 - HOPWA- one (1) Original plus four (4) copies
2. Use a separate application for each project or activity for which funding is being sought.
3. Keep responses to questions as brief and concise as possible.
4. Make sure each copy has all the requested items.
5. If you do not have an Exhibit, explain why and put the explanation under the Exhibit page.
6. ONLY BIND APPLICATIONS. Secure each copy with an ACCO clip (or equivalent).

VIII. OTHER CDBG AND HOME REQUIREMENTS

Minority and Women's Business Enterprises (MBE/WBE)

The City is committed to ensuring that minority and women's business enterprises participate to the maximum extent possible in the performance of City contracts. If an applicant is requesting funding for a construction related project exceeding \$300,000, the applicant must submit an approved contractor utilization plan before entering into a contract with the City.

Section 3

The purpose of Section 3 is to ensure that the employment and other economic opportunities generated as a result of a HUD-assisted project covered by Section 3 shall, to the greatest extent feasible, must be directed to low- and very-low income persons, particularly persons who are recipients of HUD housing assistance. The requirements of Section 3 apply to recipients of CDBG and HOME funds that invest \$200,000 or more into a project involving housing construction, rehabilitation or other public construction. Agencies will be required to submit an approved Section 3 Plan prior to entering into a contract with the City.

Labor Standards

Labor standards, including Davis-Bacon Act requirements, apply to any construction, rehabilitation, alteration, or repair, including painting, flooring, and decoration, in an amount of \$2,000 or more, any part of which is federal money. However, Davis-Bacon does not apply to the rehabilitation or construction of residential structures containing less than 8 units (CDBG funds) or less than 12 units (HOME funds). These standards include:

- Paying workers the prevailing federal wages and fringe benefits effective at the time the job is contracted.
- Paying workers weekly and submitting certified payrolls weekly in the prescribed format.
- Interviewing workers on the job site regarding appropriate job classification and wages and benefits received.
- Maintaining all records for a minimum of five (5) years after the completion of the project.

The prevailing wage provisions do not apply to volunteers who receive no compensation and are not otherwise employed at any time in the construction work. The provisions also do not apply to members of a family providing labor in exchange for acquisition of a property for homeownership or in lieu of, or as a supplement to, rent payments.

Environmental Review

The environmental effects of each CDBG or HOME funded activity must be assessed in accordance with the provisions of the National Environmental Policy Act of 1969 (NEPA).

The City's Environmental Review Officer, housed in the Neighborhoods and Housing Services Department, is responsible for carrying out the review process and determining whether activities are compliant with NEPA and related laws and authorities. During this period, no choice-limiting actions can be undertaken by the applicant until the Environmental Review has been approved by HUD and the Release of Funds obtained. Choice limiting actions include real property acquisition, demolition, site clearance, repair, rehabilitation or construction. In addition, no contract for financial assistance will be executed until the environmental review has been completed. To help expedite the review process, a completed Environmental Checklist (see Appendix F) must be submitted for each Non-Public Service proposal as Exhibit E.

IV. IF YOUR PROJECT IS FUNDED

If your organization is funded through this Consolidated Plan process, the following information provides an idea on what will be expected of you, what types of demographic documentation you will need to provide the City and other general information.

Project Manager

Project Managers are City staff assigned to each Agency that is to receive funding through the Action Plan. They are to assist the agency and be the primary point of contact during the contract development and implementation phases related to the specific project.

Agency Agreement

If you are selected to receive funding, your Agency will be required to sign a contract. This document establishes the basis on which you are to receive funding, the use of the property to be assisted, the services to be provided, demographics of the population to be served, how funds will be disbursed and the general terms and conditions as required by the specific funding source. The Project Manager and the City's Law Department will be responsible for writing the contract, which will be sent to the funded agency for review and comment.

All contracts will contain a budget, a specific itemization of the services to be provided, and benchmarks or performance standards to determine compliance with contractual terms as well as the goals of your Action Plan application. **For this reason it is very important that your application accurately reflect how many and who your clients will be or what the specific goals are.** Failure to perform in accordance with contract goals could cause your contract to be cancelled or reduced and your agency to not be considered for funding in future years.

Funded agencies will enter into contracts with the City for their grant award on or after May 1, 2016. Agencies receiving CDBG or HOME funding must also receive environmental review approval and, if applicable, Section 3 and MBE/WBE Plan approval prior to contract execution. Detailed monthly reports on the status of program activities and accomplishments will be required by the contract.

Appendix A: CDBG Public Service Funding Request Packet

- **2016 Public Service Proposal Instructions**
- **CDBG Public Service Proposal (Application)**
- **Schedule A – CDBG Public Service Program Budget**
 - **Schedule B – Personnel Schedule**

PUBLIC SERVICE PROPOSAL INSTRUCTIONS

Section I. INTRODUCTION TO THE CDBG PUBLIC SERVICES REQUEST

Welcome to the City of Kansas City's Community Development Block Grant (CDBG) Program FY 2016 Request for Public Services Proposal.

Each year the City of Kansas City issues a Request for Proposal (RFP) for those organizations that are seeking funding to undertake eligible activities under CDBG. Again this year, the request for proposal format for those agencies requesting funding to conduct a public service activity will be different. Because of the unique nature of public service activities, it is considered desirable to create an application directed only to such requests, and a separate set of scoring criteria will be used in the evaluation and scoring of these applications.

For any public service application to be considered for CDBG funding, it must meet national objective which benefits low- and moderate-income persons on a direct, area or a limited clientele basis. Proposals that fail to meet the applicable test will NOT BE considered for funding. Complete regulations for CDBG funding can be found at CFR, Title 24, Part 570.

The City of Kansas City is restricted by HUD regulation in the amount of funding that it can commit to public service activities in any grant year. The maximum amount that a grantee may obligate for public services is 15% of the grant amount plus 15% of any program income that it received during the preceding program year. For the most recent grant year, the major categories of funding were youth services, child care, homeless prevention, and senior services. Funding allocations for proposals received under this RFP are anticipated to be directed to the same categories.

The only exception to this percentage limitation is activities that are carried out by qualified Community Based Development Organizations (CBDO) in certain target areas—Neighborhood Revitalization Strategy Areas (NRSA). There are four currently approved NRSA's—Beacon Hill, Columbus Park, Northeast and Westside. Information on becoming a CBDO can be obtained from Neighborhoods and Housing Services Department staff. In 2012, funding was allocated to one CBDO to carry out public service activities in NRSA areas.

Section II. PROPOSAL SUBMISSION

Please note that your responses to questions 1-15 are not to exceed eight (8) letter size pages in length. This does not include any exhibits that are required to be submitted. The application has been made available in an electronic format so that it can be filled in online and printed or downloaded for completion. You can find the application form and other Action Plan processing information on the City's web site at <http://kcmo.gov/neighborhoods/>.

Only one targeted activity may be submitted per application. Organizational supporting exhibits (A, B, C and D) must be attached to each application.

A proposal for CDBG funding that does not meet one of the two national objectives will be considered ineligible and there will be no further consideration of the application.

Section III. DEFINITIONS

Disabled: A person who is determined to have:

- a physical, mental, or emotional impairment that:
 - a. is expected to be of long-continued and indefinite duration; and
 - b. substantially impedes his/her ability to live independently; and
 - c. is of such a nature that the ability could be improved by more suitable housing conditions; or
- a developmental disability, as defined in Section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007).

Senior/Child/Youth:

- Senior: A person 62 years of age or older.
- Child: A person between the ages of 0 – 13.
- Youth: A person between the ages of 14 – 21.

Section IV. PROPOSAL EVALUATION CRITERIA (all four criteria carry equal weight)

1. Project Description (100 points)

- (a) Is the project well-defined with a realistic implementation plan?
- (b) Does the applicant identify the target service delivery area?
- (c) Are specific needs of the target population that are related to the proposed service clearly identified and analyzed?
- (d) Does the proposal identify efforts to coordinate and collaborate with agencies providing both similar and complementary services for the target population?
- (e) Is the project a new or expanded service?
- (f) If the applicant is applying for homeless prevention, are they:
 - a. Participating in the local HMIS
 - b. Involved in the local Continuum of Care
 - c. Involving homeless or formerly homeless persons in their operation and policy-making

2. Proposed Outcome (100 points)

- (a) Is the project results oriented, with quantifiable outcome measure?
- (b) Does the applicant have a means for tracking outcomes and have an established method for tracking progress?
- (c) How many low- or moderate-income persons will benefit from the project?
- (d) Does the proposal identify the specific strategy or activity from the Consolidated Plan to which it conforms?

3. Agency Background and Experience (100 points)

- (a) Does the applicant have prior experience with documented results in the type of service being proposed? If so, how long and what were the outcomes?
- (b) Does the applicant have the fiscal and organizational capacity to implement the service?
- (c) What has been the performance of the applicant in past CDBG allocations including monitoring and audit findings and the success of past programs?

4. Project Budget (100 points)

- (a) To what extent is the project leveraged with other funds?
- (b) Does the budget narrative contain sufficient detail to justify proposed costs?
- (c) Is the overall budget reasonable given the proposed extent of the project?
- (d) Is the applicant able to perform the service if funded for a lesser amount?

Section V. GUIDE TO COMPLETING PUBLIC SERVICE PROPOSAL

The following step-by-step guide is provided to help agencies respond to the proposal questions.

- 1. Applicant Information.** Complete name of agency requesting funding and address. Include contact information for person available to answer questions regarding proposal.
- 2. Certification.** Print the name and title of the individual authorized to bind the Applicant. The authorized agent must also sign the proposal on the agency's behalf.
- 3. Program Information.** Provide the name of the proposed program and the dollar amount of the CDBG funds requested. Is this a new or continuing program. Is it an expansion.
If the service was not previously funded with CDBG funds, why is it necessary to request CDBG funds this year.
- 4. Meeting a CDBG National Objective.** All projects must meet one of these two objectives as defined by HUD.
- 5. Description of Clients to Be Served.** Check the appropriate box that applies to your program. Please note that at least 51% of your clients served must be of low- to moderate-income households. Even if your program services are located within a low- to moderate-income area, you may still be required to collect residency documentation on your clients, at a minimum.
- 6. 501(c) (3) Status.** Provide a current Certificate of Good Standing from the State of Missouri showing 501(c) (3) status and label Exhibit A.
- 7. Census Tracts to Be Served by this Program:** List the census tract(s) where clients reside. If program is offered to the entire city, please state *Citywide*.
- 8. Describe the Program, the Purpose and the Need for this Program.** Be concise in stating the nature of the program and how the funds will be used to target a Consolidated Plan strategy. Define the purpose and need for the program.
- 9. Describe the Program Service Delivery and Location.** Provide a brief description of how your program will be carried out, hours/days of operation, how you will reach the target population, and what services will be provided and documented. Identify the location(s) where this service will be delivered.

- 10. Project Activities, Objectives and Outcomes.** Briefly describe the actual work of services to be provided to the plan targeted population. Define the goals of each activity and list the specific quantifiable, outcome measures for the proposed activity.
- 11. Target Population and Number of Persons to Be Served.** Provide a brief description of the client target population to be served by the program and the total number of persons to be served in the grant year. Please be specific if targeting children and youth, please be specific regarding age groups targeted. What is the basis for the estimated number of persons/households to be served.
- 12. Neighborhood Organization Project Support.** If the program/project will affect a specific neighborhood, a letter or other documentation of support for your project must be obtained from the local neighborhood association. If the program is new to a community, and neighborhood involvement will be required, then the neighborhood must agree that this will have a positive impact and support will be needed. If needed, attach as Exhibit B. Letter should include association name, name of authorized representative signing letter and his/her phone number.
- 13. Other Funds for this Proposal.** What percentage of the cost of the program will come from non-CDBG sources and what are they?
- 14. Collaboration with Other Agencies.** Explain if the proposed project will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
- 15. Additional Information.** This section is provided to capture any information the agency wishes to submit to clarify the proposal request and provide additional information on the positive impact the proposed services will have on the beneficiaries.
- 16. Evaluation of Agency Financial Condition and Governance Practices.** Complete and attach as Exhibit C.

Schedule A – The Budget. If your proposal is funded, CDBG-paid expenditures must be documented with receipts or invoices that verify that the expense was incurred. To minimize the amount of expense documentation, it is suggested that CDBG dollars be used to pay for as few program costs as possible. If CDBG funds are requested to pay for Personnel Services (salaries), Schedule B must be completed for the positions to be funded.

Schedule B – Personnel Schedule. Complete Schedule B when CDBG funds will be used to pay for staff salaries.

Exhibit A – 501(c)(3) Status

Exhibit B – Support Letter (if required)

Exhibit C - Evaluation of Agency Financial Condition and Governance Practices

- Do not include letters of support or other information not specifically requested.
- Do not bind or staple the original or copies. Use a black binder clip to secure the application.
- Do not submit more than eight (8) single-sided pages in response to the questions 1-15.

Received By: _____ PS # _____

2016 CDBG PUBLIC SERVICE PROPOSAL

1. Applicant Information

Organization: _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

2. Certification

I certify that I have reviewed this application and that to the best of my knowledge and believe the information provided in this application is true, and the application has been authorized by the organization's Board of Directors.

Signature of Authorized Representative

Date

Print Name

Title

3. Program Information:

Program Title: _____

Amount of CDBG Funds Requested: \$ _____

New Service: _____ Yes _____ No Expansion: _____ Yes _____ No

If this service was not previously funded with CDBG funds, explain why it is necessary to request CDBG funds this year.

4. If this is a request for CDBG funding, identify the HUD national objective.

Check one:

- ☐ Benefit to low- and moderate-income persons or households (more than 51% of clients served are low- and moderate income)
- ☐ Prevention or elimination of slums or blight

5. Description of Clients to be Served: Check all that apply:

- ☐ Abused children and youth
 - ☐ Child: A person between the ages of 0 – 13.
 - ☐ Youth: A person between the ages of 14 – 21
- ☐ Battered spouses and children
- ☐ Senior: A person at the age of 62 or older.
- ☐ Child: A person between the ages of 0 – 13.
- ☐ Youth: A person between the ages of 14 – 21
- ☐ Veterans of the Armed Services
- ☐ Severely disabled adults
- ☐ Homeless (Unaccompanied)
 - ☐ Child: A person between the ages of 0 – 13.
 - ☐ Youth: A person between the ages of 14 – 21
- ☐ Homeless individuals
- ☐ Homeless families with Children
- ☐ Illiterate adults
- ☐ Person living with HIV/AIDS
- ☐ Other: _____

6. Please attach a current Certificate of Good Standing from the State of Missouri showing 501(c)(3) status and label Exhibit A.

7. Describe the project location and census tract(s) to be served (refer to maps provided in Appendix C).

8. Describe the Program, the Purpose and the Need for this Program

9. Describe the Program Service Delivery and Location.

10. Project Activities, Objectives and Outcomes.

11. Describe the target population, demographics, and number of persons to be served.

12. Neighborhood Organization Program Support (Needed when the program is new and will affect a specific neighborhood. See Section V, number 12 of Proposal Instructions to determine if this is required. When required, attach as Exhibit B.)

13. Other Funds for This Proposal (if any).

14. Collaboration with Other Agencies.

15. Additional Information.

16. Evaluation of Agency Financial Condition and Governance Practice (attach as Exhibit C).

SCHEDULE A **Public Service Program Budget**

Program Title: _____

Cost Component	CDBG Funding Request	Agency Cash	In-Kind Contributions	Total Program Budget
Personnel Services				
Salaries (see Schedule B)				
Fringe Benefits				
TOTAL PERSONNEL SERVICES				
Contractual Services				
Professional Services				
Telephone				
Utilities				
Rent				
Insurance				
Maintenance				
Travel/Mileage				
Other (specify)				
TOTAL CONTRACTUAL SERVICES				
Commodities				
Office Supplies				
Printing				
Postage				
Office Equipment				
Other (specify)				
TOTAL COMMODITIES				
TOTAL PROJECT BUDGET				

SCHEDULE B
Personnel Schedule
(For CDBG Funded Public Service Program Salaries Only)

Program Title: _____

This schedule must be completed if you are seeking CDBG funding for Personnel Services costs on Schedule A. Only information on salaried positions should be included on this schedule. Do not include fringe benefits costs on this schedule.

Position Title	Number FTE Salary Positions	CDBG Funded	Other Funds	Total Salary Amount
1. _____	_____	_____	_____	_____
2. _____	_____	_____	_____	_____
3. _____	_____	_____	_____	_____
4. _____	_____	_____	_____	_____
5. _____	_____	_____	_____	_____
TOTALS _____		_____	_____	_____

**Appendix B: CDBG / HOME Funding Request Packet
(for Housing, Economic Development and Other Eligible Activities)**

- **2016 CDBG / HOME Funding Proposal Instructions**
 - **2016 Funding Request Proposal**
- **Schedule C – Program Operating Budget Summary**
 - **Schedule D – Project/Program Budget**

CDBG/HOME FUNDING REQUEST INSTRUCTIONS

Section I – PROPOSAL SUBMISSION

Please note that your responses to questions 1-15 are not to exceed eight (8) single-sided pages in length. Required exhibits are not included in this number. The application has been made available in an electronic format so that it can be filled in online and printed or downloaded for completion. You can find the application form and other Action Plan processing information on the City's web site at <http://kcmo.gov/neighborhoods/>.

Only one activity or project may be submitted per application

A proposal for CDBG funding that does not meet one of the two national objectives will be considered ineligible and there will be no further consideration of the application. A proposal for HOME funding that is neither CHDO eligible or for implementation activities in approved Action Plan areas will be considered ineligible and there will be no further consideration of the application.

Late proposals will not be accepted.

Section II – PROPOSAL EVALUATION CRITERIA

Proposals involving activities other than public services will be scored according to the following criteria which all carry equal weight. Proposals should clearly delineate program goals with quantifiable objectives.

- A. Project Enhancement:** Does the proposal directly assist in implementing the 2012-2016 Consolidated Plan. Does the proposal indicate how the activity is consistent with strategies or priorities outlined in other planning documents for the city or with other publicly financed projects. Will activities have a potential for a long-term positive impact on the surrounding area.
- B. Project Description and Community Support:** Does the proposal clearly describe the proposed project or activities to be funded, area of service, detailed program goals with measurable objectives, implementation time-frames, benefits of funding the proposal, and sound methods for self-evaluating outcomes associated with the application. Does the proposal show partnership/community support including the active involvement of affected neighborhoods.
- C. Project Financial Viability:** Does the proposal include preliminary funding sources and uses analysis, preliminary budgets, and a description of the project's long-term financial viability, including an estimate of City funding requested. Will there be any other funds leveraged by the CDBG/HOME allocation and, if so, what are the estimated time-lines for receiving and utilizing those funds. Does the budget narrative contain the level of detail to sufficiently justify proposed costs. Does the proposal demonstrate that the activities to be performed meet or exceed reasonable standards of cost/benefit effectiveness.
- D. Organizational Capacity and Oversight:** Does the proposal include a detailed description of the organization's program and administrative staff, management and administrative structures, program monitoring and oversight methods, and past history providing similar services. What has been the performance of the applicant in past CDBG/HOME allocations including monitoring and audit findings and the success of past programs. Does the proposal include an explanation if significant changes in the annual budget are anticipated within the funding cycle.

Section III - CDBG PROGRAM ELIGIBLE ACTIVITIES

Besides having proposed projects meet one of the national objectives previously listed, there must also be an eligible activity as defined by the CDBG regulations. Housing and Community Development Department staff is

available to interpret project eligibility guidelines and provide needed technical assistance. Projects in the following categories are **generally** eligible to receive CDBG funding:

Acquisition of Real Estate—in whole or in part by a public agency or private non-profit entity.

Disposition—Costs associated with maintenance and sale of CDBG purchased property.

Public Facilities and Improvements—acquisition, construction, reconstruction, rehabilitation or installation of publicly owned facilities and improvements, such as the following, except buildings for the general conduct of government:

- senior centers
- parks, playgrounds and other recreational facilities
- centers for the handicapped
- neighborhood facilities
- solid waste disposal activities
- fire protection facilities
- public utilities other than water and sewers
- street improvements
- water and sewer facilities including storm sewers

Clearance Activities—including demolition and removal of buildings and improvements, or movement of structures to other sites.

Public Services—including those concerned with employment, crime prevention, childcare, health, drug abuse, education, housing counseling, welfare or recreational needs.

Relocation—including payments for Loss of Rental Income pursuant to relocation;

Urban Renewal Completion (HUD approved projects).

Removal of Architectural Barriers—special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons.

Rehabilitation—of single and multi-family residential structures, publicly and privately-owned non-residential structures, public housing agency modernization; historic preservation; renovation of closed schools; energy efficiency improvements; and development of shared housing opportunities for elderly persons.

Special Economic Development Assistance to Private For-Profit Entities—for activities necessary or appropriate to carry out an economic development project.

Commercial or Industrial Improvements by Grantee/Non-Profit Agency—including the acquisition, construction, reconstruction, or installation of commercial or industrial buildings, structures, and other real property equipment and improvements.

Special Activities by Sub-recipients—(neighborhood-based non-profit organizations, Small Business Investment Companies (SBIC), or a local development corporation), which are not otherwise eligible.

Planning and General Administration—includes planning and capacity building activities such as community development plans, energy plans, environmental plans, and costs for overall program management, coordination, monitoring, and evaluation.

Section IV - GUIDE TO COMPLETING PROPOSAL FOR CDBG OR HOME FUNDING

The following step-by-step guide is provided to help agencies respond to the proposal questions.

1. **Applicant Information.** Complete name of agency requesting funding and address. Include contact information for person available to answer questions regarding proposal.
2. **Certification.** Print the name and title of the individual authorized to bind the Applicant. The authorized agent must also sign the proposal on the agency's behalf.
3. **Program Information.** Provide the name of the proposed program and the dollar amount of the CDBG or HOME funds requested.
4. **Meeting a CDBG National Objective.** All CDBG projects must meet one of the two objectives as defined by HUD.
5. **501(c) (3) Status.** Provide a current Certificate of Good Standing from the State of Missouri showing 501(c) (3) status and label Exhibit A.
6. **Project/program Description.** Describe the project and the type of activities to be undertaken. Provide an overview of the sources and uses of funds. Include a timeline for undertaking and completing activities.
7. **Location.** Identify the geographic area to be served by streets and census tract and provide a description of the facilities/location where improvements will be provided. Describe how the activity will contribute to the City's goal of stabilizing and revitalizing the core Action Plan neighborhoods.
8. **Needs.** Explain what unmet needs within the community will be addressed by your project. Describe why the agency decided to undertake the project.
9. **Goals, Outputs and Outcomes.** Identify and describe proposed activity goals, outputs and anticipated measurable outcomes. What is the benefit to be realized from undertaking the project?
10. **Housing Production Proposals.** If your program involves housing production, indicate production performance (completed units) during the past two years, the level of staff capacity, and detailed information on leveraged funds. For rental units provide a 15 year pro forma and label Exhibit B – Rental Pro Forma.
11. **Neighborhood Organization Project Support.** If the program/project will affect a specific neighborhood, documentation of support for your project must be obtained from the local neighborhood association. Include name of association and name and title of authorized representative. Label your letter of support Exhibit C – Support Letter.
12. **Other Funding for this Proposal.** The provision of other funds is not required for projects but will enhance your proposal by showing leverage. Matching funds can be a blend of cash, loans, in-kind gifts or volunteer labor.
13. **Collaboration with Other Agencies.** Explain if the proposed project will be carried out with the help or support of other agencies or organizations. Name the organizations and be specific about their involvement and/or support.
14. **Outstanding Liens or Delinquencies.** List any and all outstanding liens or delinquencies against the agency and any unsold housing units assisted with CDBG or HOME funds.

15. Additional Information. This section is provided to capture any information the agency wishes to submit to clarify the proposal request and provide additional information on the positive impact the proposed project will have on the community.

16. Evaluation of Agency Financial Condition and Governance Practices. Complete and attach as Exhibit D.

17. Environmental Checklist. Complete checklist found on page 79 in Appendix F.

Schedule C – Operating Budget Summary. If you have included program operating costs in your request, they must be recorded on this form. Remember that you will be reimbursed for eligible expenses and documentation of expenses incurred will have to be presented with your request for payment. The CDBG or HOME total operating costs from Schedule C should be shown on the next to last line of Schedule D. Do not include current City funding allocations as Other or Matching Funds.

Schedule D – Program/Project Budget. Complete Schedule D to record sources and uses of project funds. Amounts shown under Sources should relate to the total cost of the project, not just to the CDBG or HOME portion of the expenses. For line “d” under Sources, indicate the program funding source – e.g. PIAC.

Exhibit A – Certificate of Good Standing from State of Missouri

Exhibit B – Rental Pro Forma (if rental project)

Exhibit C – Neighborhood Support Letter (if required)

Exhibit D – Evaluation of Agency Financial Condition and Governance Practices

Exhibit E – Environmental Checklist with supporting documentation

- Do not bind or staple the original or copies. Use a black binder clip to secure the application.
- Do not include letters of support or other information not specifically requested.
- Do not submit more than eight (8) single-sided pages in response to questions.

2016 CDBG/HOME FUNDING REQUEST PROPOSAL

For CDBG (non Public Service) and HOME Requests

1. Applicant Information:

Organization: _____

Address: _____

City, State: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

2. Certification:

I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true, and the organization's Board of Directors has authorized the application.

Signature of Authorized Representative

Date

Print Name

Title

3. Program Information (each proposed activity requires a separate application):

Proposed Activity: _____

Requested Funding Amount and Grant Source:

\$ _____ CDBG _____ HOME _____

4. If this is a request for CDBG funding, identify the HUD national objective.

Check one:

- ☐ Benefit to low- and moderate-income persons or households (more than 51% of clients served are low- and moderate income)
- ☐ Prevention or elimination of slums or blight

5. Please attach a current Certificate of Good Standing from the State of Missouri showing 501(c)(3) status and label Exhibit A.

6. Describe the project/program for which you are requesting funding.

- 7. Location(s) where the project or program will take place.**
- 8. Explain the need for this project.**
- 9. In terms that are measurable, describe the goals of the project.**
- 10. Housing Production. Describe your experience over last two years. Provide (as attachment Exhibit B) pro forma for proposed rental construction.**
- 11. Neighborhood organization program support. (Needed when the project will affect a specific neighborhood. If required, attached as Exhibit C).**
- 12. Other funding for this proposal (if any).**
- 13. Collaboration with other agencies.**
- 14. Outstanding Liens or Delinquencies.**
- 15. Additional information.**
- 16. Evaluation of Agency Financial Condition and Governance Practices (Exhibit D).**
- 17. Environmental Checklist with supporting documentation (Exhibit E)**

**SCHEDULE C: 2016 PROPOSAL – PROGRAM OPERATING
BUDGET SUMMARY**
For CDBG (non public service) and HOME Requests

Proposed Project/Program:

Type and Amount of Funds Applied For	
CDBG	HOME

Leveraged Funds

Project Administration and Expenses	CDBG Funds	HOME Funds	Other Funds	Matching Funds	
Personnel Salaries (by title)					
1.					
2.					
3.					
4.					
Fringe Benefits					
Rent					
Telephone					
Supplies					
Printing					
Mileage					
Other					
Other					
Total Operating Cost					

SCHEDULE D - PROJECT/PROGRAM BUDGET **For CDBG (non public service) and HOME Requests**

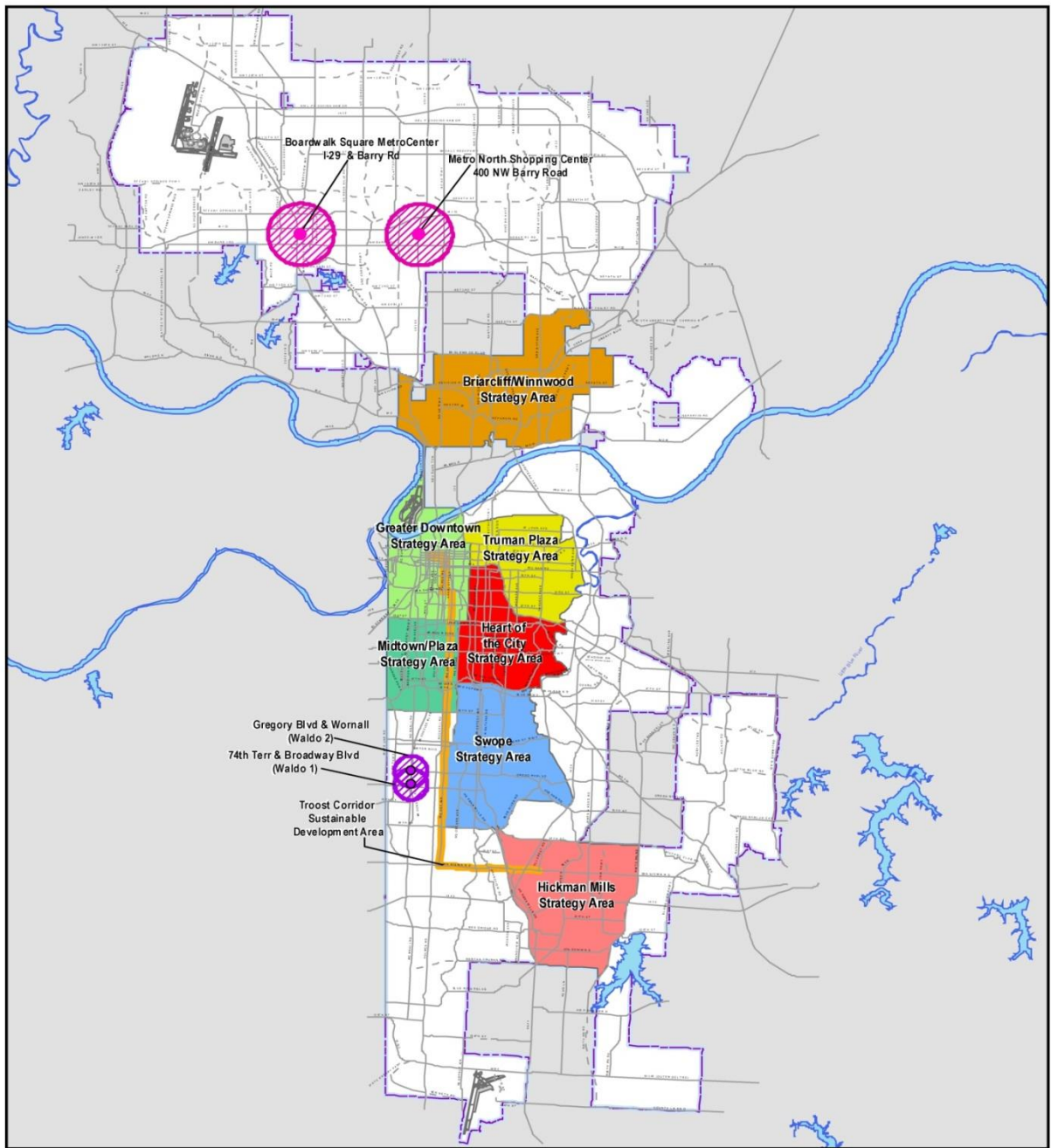
PROJECT/PROGRAM NAME: _____

SOURCES				
Funding Source (identify source for d)	\$	Date applied for	If approved, date of award	If not yet approved, anticipated approval date
a. Funding from this Application				
b. Federal Government				
c. State Government				
d. City of KCMO				
e. Applicant				
f. Other (identify)				
TOTAL PROJECT	\$			

USES OF CDBG or HOME FUNDS REQUESTED	
Acquisition	\$
Architectural/Engineering	
Asbestos/Lead Survey	
Demolition	
Renovation Work	
New Construction	
Economic Development	
Home Ownership Assistance	
Other (identify)	
Other (identify)	
Operating Costs (CDBG or HOME total from Schedule C)	
TOTAL CDBG or HOME PROJECT COST (equals Line a above)	

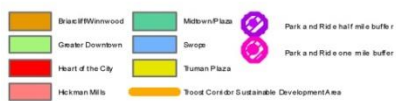
Appendix C: Reference Materials

- **Neighborhood Strategy Areas**
- **2016 CDBG and HOME Income Limits**
- **Evaluation of Agency Financial Condition and Governance Practices Form**



Target Areas

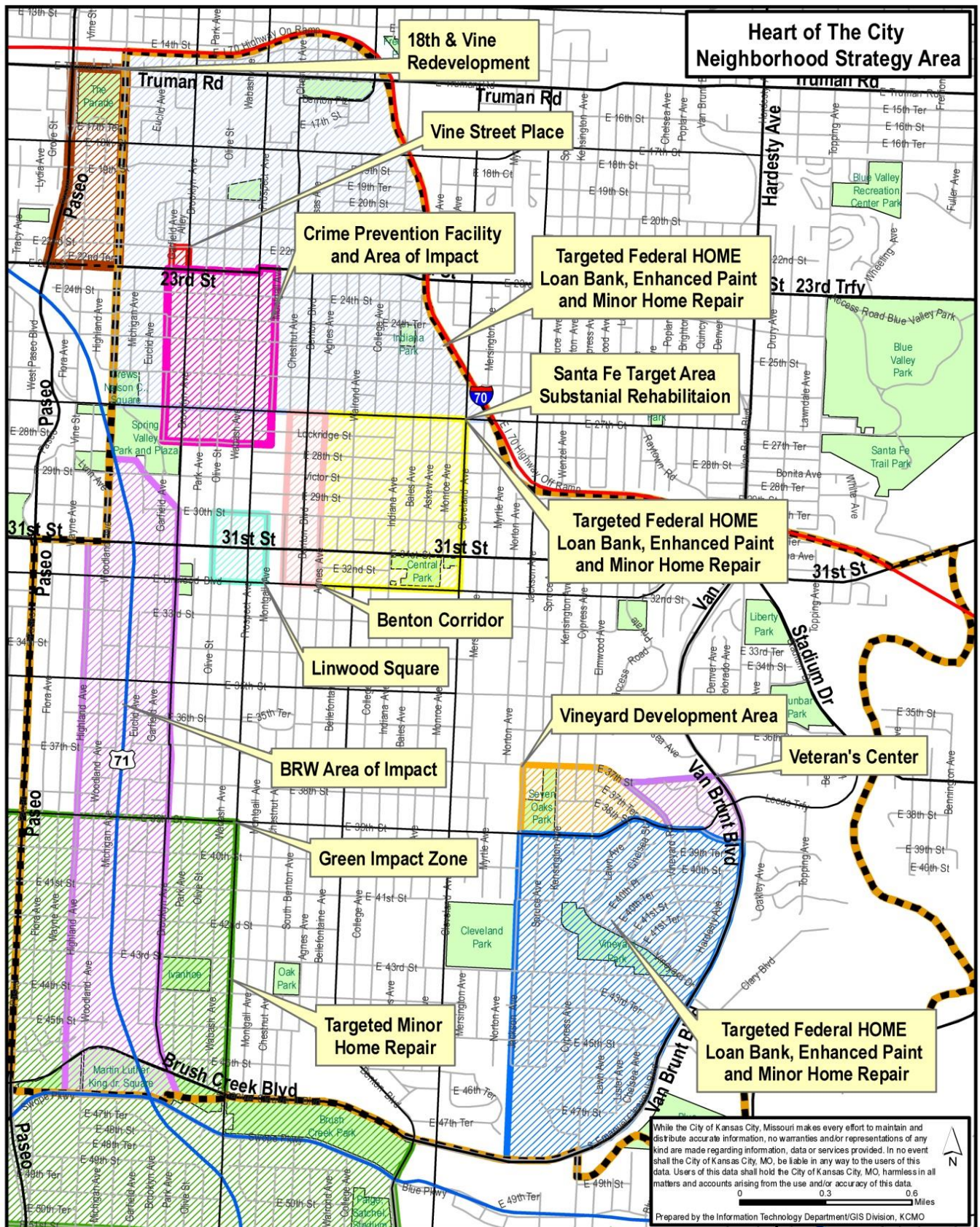
Prepared by: City Planning and Development Department
City of Kansas City, Missouri

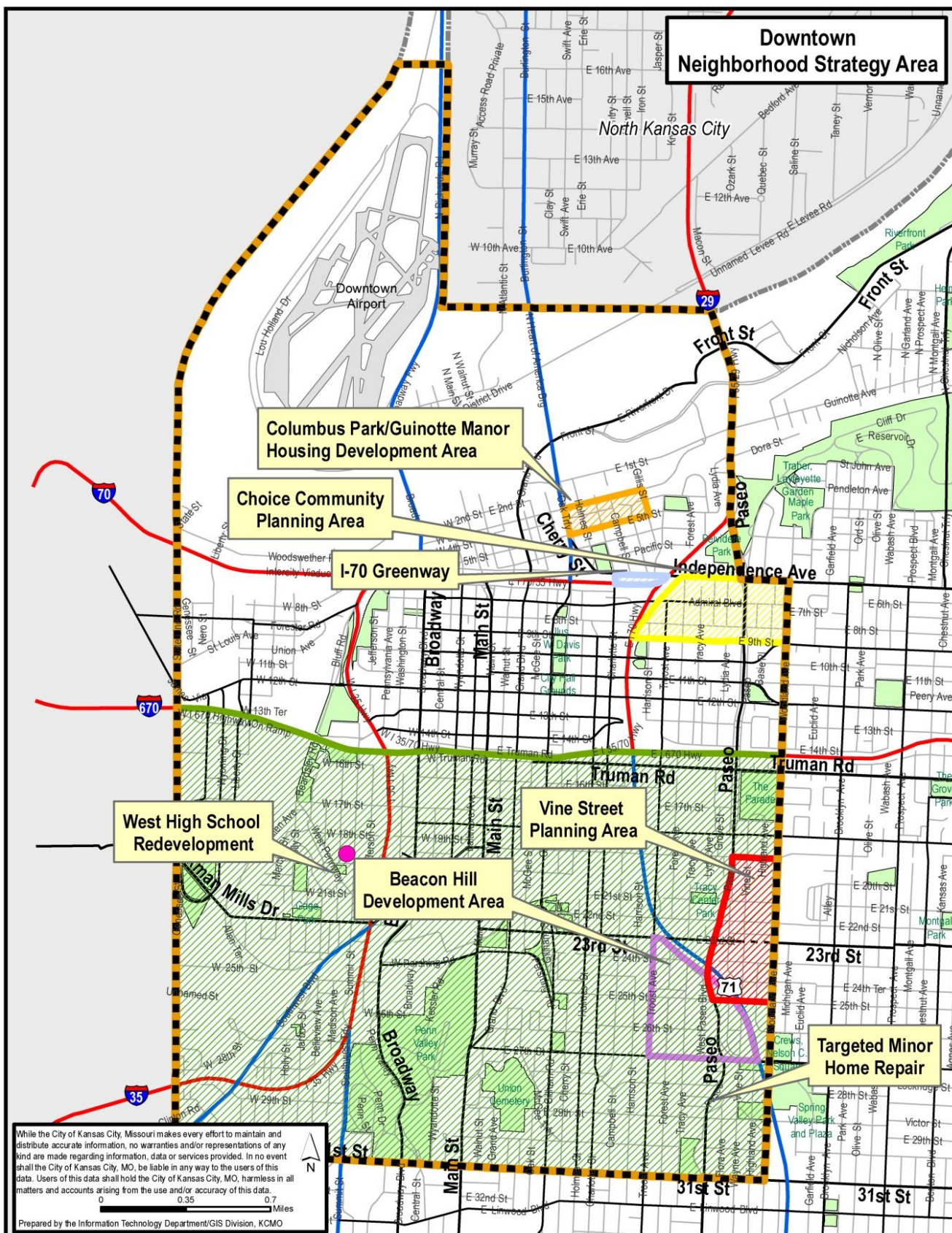


While the City of Kansas City, Mo., makes every effort to maintain and update accurate information, no warranty is made or representation of any kind is made regarding the nature, data or accuracy of the information provided by Section 92.0235, Revised Statutes of Missouri, the City of Kansas City, Mo., and not be liable for any damages which may arise from any error which is based on the information or the geographical information system. Users of this data shall hold the City of Kansas City, Mo., harmless in all matters and accounts arising from the use of this data and shall not use this data.

0 1 2 4 Miles







Swope Neighborhood Strategy Area

Woodland Estates

Mt. Cleveland Development Area

Wabash Village Area

BRW Area of Impact

Middle Blue River Sustainable Development Area and Targeted Federal Home Bank, Enhanced Paint and Minor Home Repair

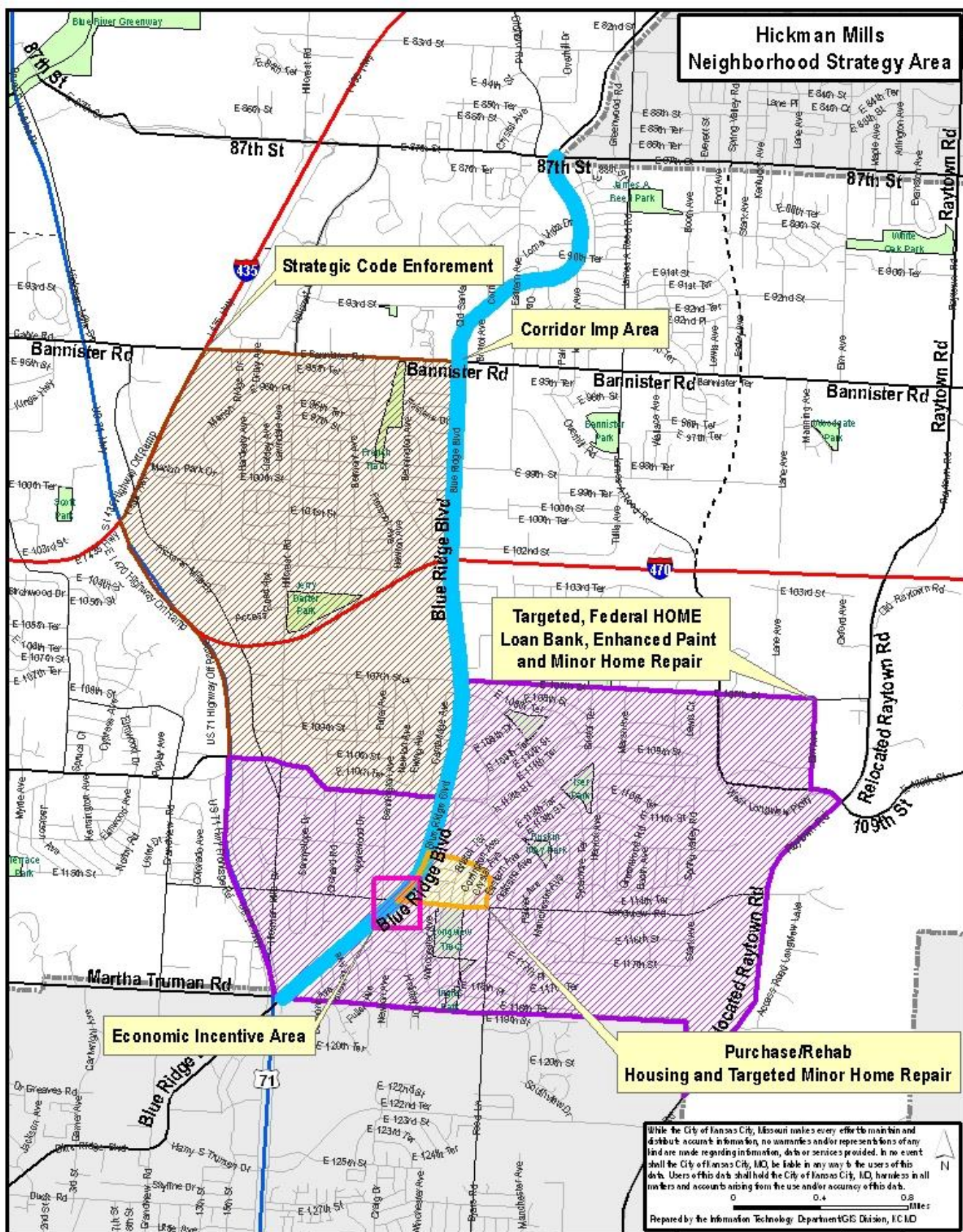
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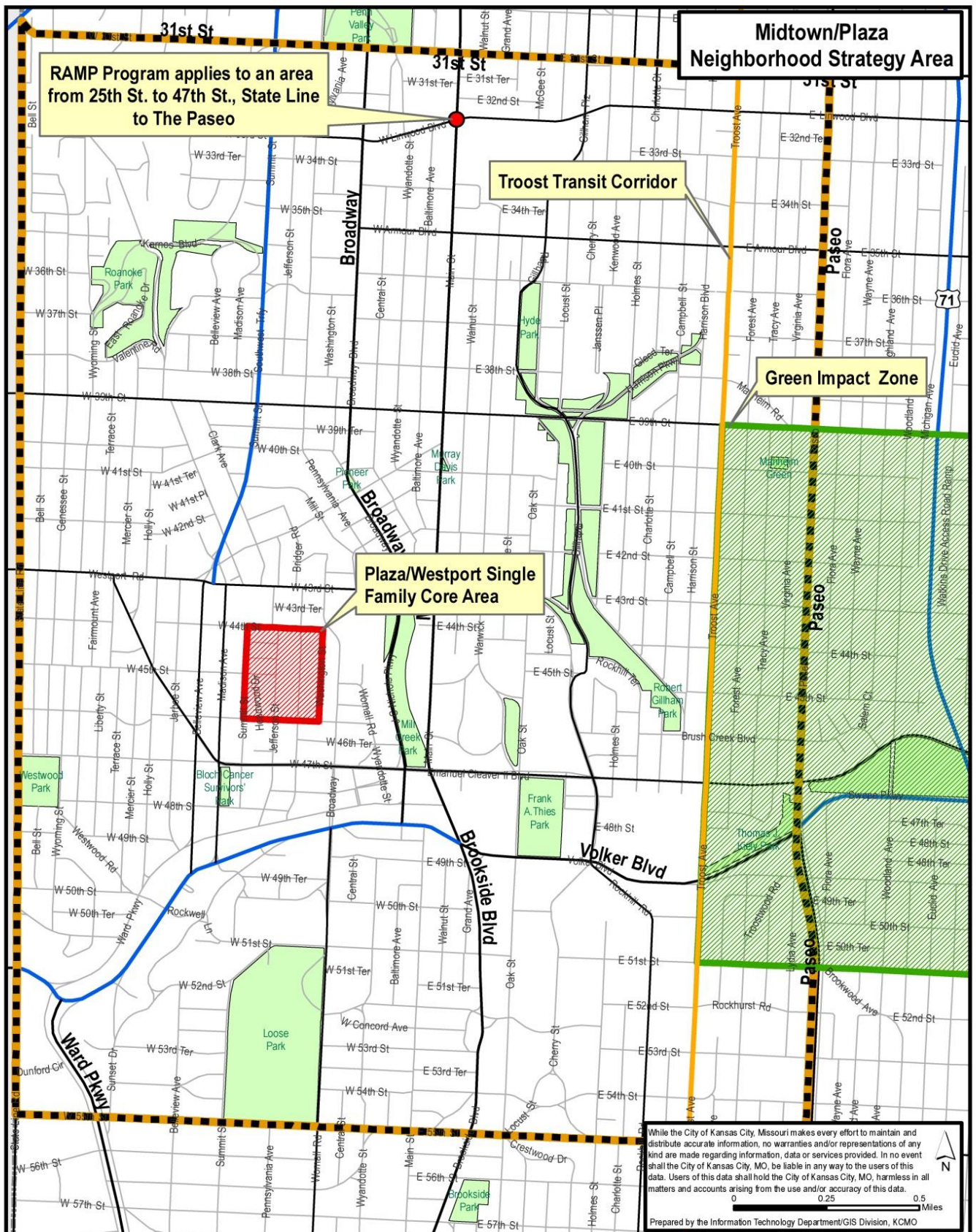
0 0.4 0.8 Miles

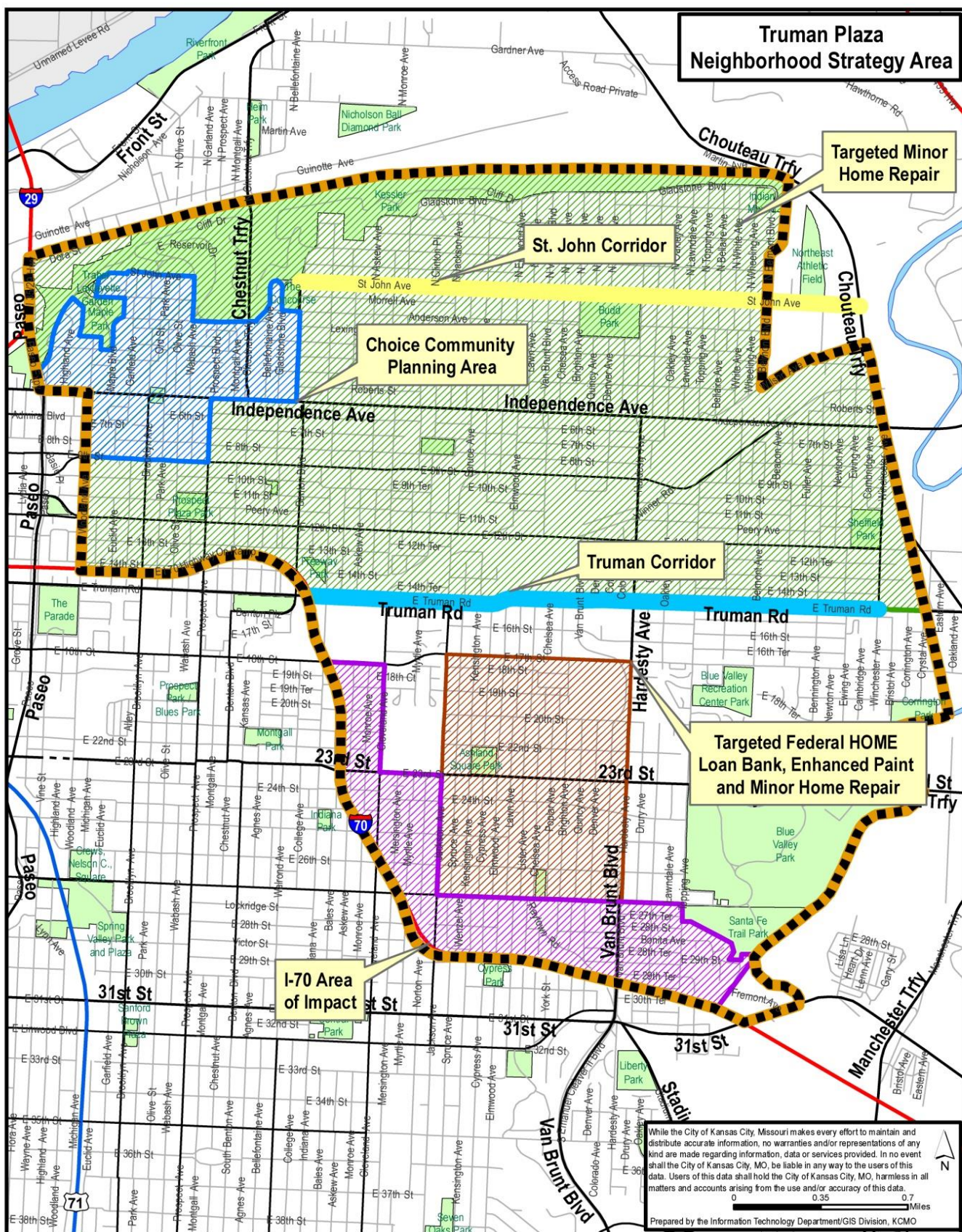
Prepared by the Information Technology Department/GIS Division, KCMO

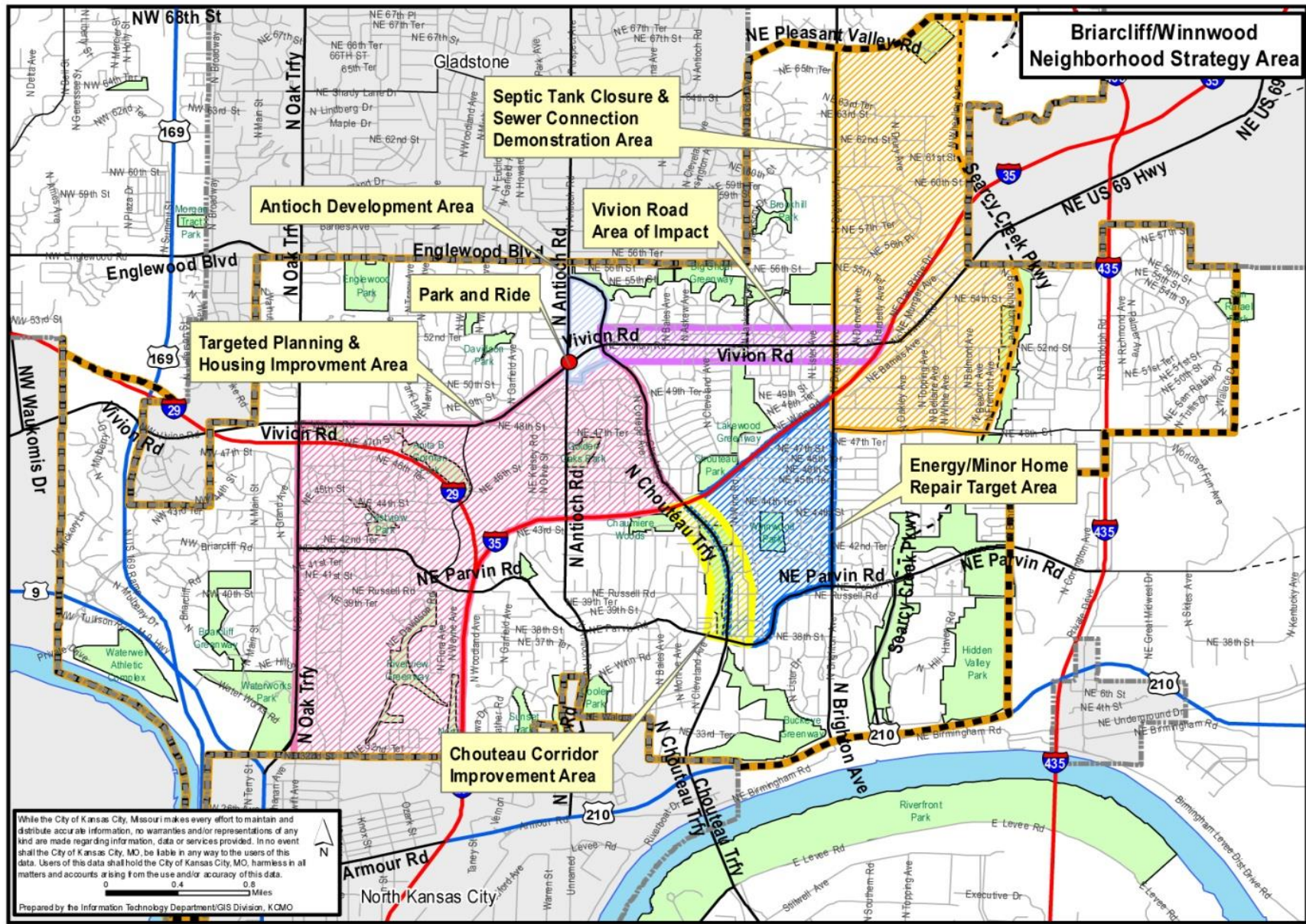
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Prepared by the Information Technology Department/GIS Division, KCMO









CITY OF KANSAS CITY, MISSOURI
EVALUATION OF AGENCY FINANCIAL CONDITION AND GOVERNANCE PRACTICES

1. Corporation /Agency Name: _____
2. Financial Statements:
 Circle the type of Auditor's Report most recently issued:

Unqualified (Financial Statements **DO** present fairly)
 Qualified (See CPA's explanation of qualification)
 Adverse (Financial Statements **DO NOT** present fairly)
 Disclaimer (See CPA's explanation)

		Immediately Preceding Prior Yr.	Previous Year
3	Fiscal Years Ended		
4	Internal control over financial reporting – Provide the number of:		
A	Material weaknesses identified		
B	Significant deficiencies (not considered to be material weaknesses)		
C	Deficiencies and noncompliance issues mentioned		
5	Federal Awards (A-133) – IF A-133 required, provide the number of:		
A	Material weaknesses identified		
B	Significant deficiencies (not considered to be material weaknesses)		
6	Type of audit report issued on compliance for major programs		
7	Are any audit findings disclosed that are required to be reported per Sec. 510(a) of Circular A-133? Indicate Yes or No		
8	Is the Corporation/Agency qualified as a low Risk Auditee? Indicate Yes or No		
9	Name of the audit firm issuing the Audit Report? _____ If the audit firm changed, attach a 1 page explanation of why change was made.		
10	What was the total cost of your audit?		
11	What percent of your agency's total revenue are funds received from City of KCMO?		
12	How many suggested improvements were made by the audit firm?		
<i>Sarbanes-Oxley legislation made changes that are being recognized as industry "best practices" for reporting financial information. The City encourages application of these "best practices" concepts to agencies making application for City funding and some of the questions below come from those concepts.</i>			
13	How many of the last 10 years has this audit firm been the entity's auditor?		
14	When did the entity most recently begin using this audit firm as their auditor?		
	What was the CPA's name who signed the most recent financial statement audit report? _____		
15	What was the issuance date of this audit firm's peer review and what period did it cover?	Issue Date _____	Period Covered _____
16	What was the opinion on your audit firm's last peer review? Audit firm may attach 1 page comment. Indicate whether comment attached.		___ Yes ___ No
17	Attach a copy of your entity's most recent Code of Ethics and Conflict of Interest statements.		
18	Has the entity, any Board member, officer, or employee ever been on any Federal, State or local debarment (or similar) list? If yes, attach 1 page explanation including all relevant facts and names.		___ Yes ___ No
19	Did the CEO and CFO attach a letter regarding their attestation to the accuracy of the financial statements and their footnotes? Indicate Yes or No.		___ Yes ___ No
20	What are the members of the agency's consolidated family of companies (if any)?	For Profit	Not for Profit
#1			
#2			
#3			

21	What committees does the Board have and how often did each meet?	# of Official Meetings Held	
	Committee Name	Immediately Preceding Prior Yr.	Previous Year
	1. Audit Committee		
	2. Compensation Committee		
	3. Management Committee		
	4. Governance Committee		
	5. Other (Identify)		
	6. Other (Identify)		
22	How many official Board meetings were held and documented during these years?		

(Use Committee #s from Above)

Board Members	Name	Employee of Agency? Y/N	Chair of What Committees	Member of What Committees	Financial Expert Y/N (see note)
Chair					
Vice Chair					
Member – Sec.					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
Member					
President					
Vice President					
Exec. Director					
Asst. Director					
CFO					
Treasurer					
Controller					

Note: Financial experts will be individuals who have financial expertise through education and experience as a public accountant or auditor or a principal financial officer, comptroller, or principal accounting officer of an issuer of audited financial statements.

		Immediately Preceding Prior Yr.	Previous Year
23	Did each Board member individually review and become familiar with the details of their Form 990 Tax Return BEFORE it was filed with the IRS?		
24	Have any Board members ever plead guilty, no contest, or been found guilty of a felony (including any form of plea bargaining)?		
25	Have any employees in management or those handling cash, revenue, accounting or other Key Employees at the agency ever plead guilty, no contest or been found guilty of a felony (including any form of plea bargaining)?		
26	Within the last 2 fiscal years, did the agency change (restate or revise) its method of accounting or reporting data requested on IRS Form 990? If Yes, attach a 1 page explanation.		
27	Did the agency make a change in its activities, objectives, goals or services or methods of providing them during the last 2 fiscal years? If Yes, attach a 1 page explanation.		
28	Do your Financial Statements (Including Notes) or other entity records refer to any of the following? If so, attach a full explanation (limit of 1 page per question).	Immediately Preceding Prior Yr.	Previous Year
A	Related Party Transaction?		
B	Unresolved litigation or contingent liability?		
C	The entity's ability to continue as a Going Concern?		

D	Disagreements between the entity and its auditor? (Significant disagreements are those that could be material to the statements.)		
E	Any fines or penalties paid or owed?		
F	Any taxes that are not paid or were paid late (local, state or Federal)?		
G	Any tax returns that were not filed or filed late?		
H	Any event subsequent to the date of your auditor's report that negatively impacts the financial strength or governance of the agency?		
I	Has any government body examined your entity and/or found errors or proposed adjustments in the last 2 years?		
J	Have any recipients of products or services paid for with City funding been related to any Board member, employee, contractors, etc.		
K	Are any Board members, employees, contractors, etc. related to or dependent on any other Board member, employee or contractor in the 1 st or 2 nd degree?		
L	Are ANY expenditures paid for with City funding subject to ANY reimbursement from another source?		
29	Within the last 2 years, has the entity failed to achieve any goals or objectives established by the City's Housing and Community Development Department?		
30	Attach copies of the portions of the entity's most recent IRS Form 990 that show the following: A. Summary (page 1) B. Compensation of Officers, Directors, Trustees, Key Employees, etc. (Part VII) C. Statements of Revenue (Part VIII)		

31. Do you have any concerns or questions about the fairness/consistency in this process? If so, document any anomaly or unfairness your agency has experienced in this selection process here.

I have prepared or completely reviewed this form and believe it to be true, accurate and complete in all material aspects and I take responsibility for its contents.

_____ Date: _____

2016 HOME and CDBG Income Limits

ELIGIBILITY AND INCOME GUIDELINES

Number of Persons in Household	Extremely Low Income (Less Than 30% of the Area Median Income)	Very Low Income (Less Than 50% of the Area Median Income)	Low Income (Less Than 65% of the Area Median Income)	Low to Moderate Income (Less Than 80% of the Area Median Income)
1	\$15,400	\$25,700	\$33,410	\$41,100
2	\$17,600	\$29,350	\$38,155	\$46,950
3	\$20,090	\$33,000	\$42,900	\$52,800
4	\$24,250	\$36,650	\$47,645	\$58,650
5	\$28,410	\$39,600	\$51,480	\$63,350
6	\$32,570	\$42,550	\$55,315	\$68,050
7	\$36,730	\$45,450	\$59,085	\$72,750
8	\$40,890	\$48,400	\$62,920	\$77,450

(Note: These income levels are current as of March 6, 2015 and are subject to change upon publication by HUD)

Appendix D: ESGP Funding Request Packet

- **HEARTH Act Definitions**
- **Project Funding and Limitations**
- **Eligible Components/Activities**
- **Record Keeping and Documentation**
 - **Match (Cost Share)**
 - **Monitoring**
- **Performance Standards: Objectives and Outcomes**
 - **Proposal Instructions**
 - **Project Evaluation Criteria**
 - **Funding Request Proposal**
- **Chart C – ESGP Performance Data Collection Form**

Introduction

The following passages provide an abridged summary of the Emergency Solutions Grant Program (ESGP). While the City of Kansas City recognizes the many needed services in the community, it is also recognized that the limited funds at our disposal cannot address them all and other mainstream resources must be utilized. To this end, not all components and eligibility activities available in the grant will be funded in this proposal in order to focus on the housing and eventual movement toward a housing first model.

Information regarding the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009 and information is available in the City's 2012-2016 Five Year Plan. This document may be accessed by visiting <http://kcmo.gov/neighborhoods/>.

Definition of Homelessness as amended by HEARTH Act of 2009

For purposes of the HEARTH Act, the terms "homeless," "homeless individual," and "homeless person," refer to four categories:

1. Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided;
2. Individuals and families who will imminently lose their primary nighttime residence;
3. Unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and
4. Individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

HEARTH Unaccompanied Youth Definition

"Youth" is defined as less than 25 years of age. Traditionally, HUD has defined children as less than 18 years of age and adults as 18 years of age and above (as established in the Point-in-Time (PIT) and Housing Inventory Count Reporting and the annual Continuum of Care Competition Exhibit 1 and Exhibit 2 applications).

The interim rule for the ESGP did not define "youth." With the inclusion of the term "youth" in Section 103 (6), HUD determined it necessary to define youth. By establishing youth as less than 25 years of age, it is HUD's hope that the programs authorized by the HEARTH Act amendments to the McKinney-Vento Act (42 U.S.C. 11301 et seq), the Act will be able to adequately and appropriately address the unique needs of transition-aged youth, including youth exiting foster care systems to become stable in permanent housing. Inclusion of the "other federal statutes" with definitions of homelessness under which unaccompanied youth and

families with children and youth could alternatively qualify as homeless under Category 3 of the homeless definition.

The final rule includes references to other federal statutes with definitions of “homeless” under which unaccompanied youth and families with children and youth could alternatively qualify as homeless under Category 3 of the definition of “homeless.” The other federal statutes are:

- ❑ Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.),
- ❑ Head Start Act (42 U.S.C. 9831 et seq.),
- ❑ Subtitle N of the Violence Against Women Act of 1994 (42 U.S.C. 14043e et seq.) (VAWA),
- ❑ Section 330 of the Public Health Service Act (42 U.S.C. 254b),
- ❑ Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.), section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), and
- ❑ Subtitle B of title VII of the McKinney- Vento Act (42 U.S.C. 11431 et seq.).

This list represents the entire universe of statutes with definitions under which an unaccompanied youth or a family with children and youth can qualify as homeless under Category 3. While there may be other federal statutes with definitions of “homeless,” this list is intended to include only those that encompass children and youth.

A copy of the HEARTH regulations may be obtained by going to <https://www.hudexchange.info/homelessness-assistance/>.

Project Funding and Limitations

The total grant is **estimated** at \$620,000. The City of Kansas City will reserve 7.5% of the total grant for grant administration. The remaining balance will be allocated as follows:

■ Shelter Operations/ Essential Services	53% (maximum)
■ Homeless Prevention and Rapid Re-housing	47%

The City will restrict Category 3, Unaccompanied Youth funding to a maximum 10% of the City’s total award.

Eligible Components/Activities

Interim rule 24 CFR 576, Subpart B. establishes the program components and eligible activities for the ESGP. Eligible components and activities are listed in the following chart. Outreach, renovation, financial assistance (utility arrears/ payments), and HMIS **will not** be considered for funding in this Request for Proposal.

The shelter component includes essential services and operations activities. Emergency shelter means any facility whose primary purpose is to a) provide temporary shelter for the homeless in general or specific populations of the homeless and b) does not require occupants to sign a lease or occupancy agreement.

Component	Eligible Activities /Costs
§ 576.101 Street outreach component Literally Homeless	Eligible Costs (1) Engagement (2) Case management (3) Emergency health services. (4) Emergency mental health services. (5) Transportation. (6) Services for special populations.
§ 576.102 Emergency Shelter Component- Essential Services Literally Homeless	(1) Essential services a. Case management b. Child care. c. Education services d. Employment assistance and job training e. Outpatient health services f. Legal services g. Life skills training h. Substance abuse treatment i. Transportation. j. Services for special populations (2) Renovation (Not available)
§ 576.102 Emergency Shelter Component- Operations Literally Homeless	Eligible costs (1) Maintenance (including minor or routine repairs) (2) Rent (3) Security (4) Fuel (5) Equipment (6) Insurance (building) (7) Utilities (8) Food (9) Furnishings, (10) Supplies necessary for the operation of the emergency shelter. (11) hotel or motel voucher (where no appropriate emergency shelter is available)
§ 576.103 Homelessness Prevention Component. Imminent Risk	Housing relocation and Stabilization services. (1) Financial assistance costs a. Rental application fees b. Security deposits c. Last month's rent d. Utility deposits e. Utility payments f. Moving costs (2) Services costs a. Housing search and placement b. Assessment of housing barriers, needs, and preferences c. Development of an action plan for locating housing; d. Housing search; e. Outreach to and negotiation with owners; f. Assistance with submitting rental applications and understanding leases;

	<ul style="list-style-type: none"> g. Assessment of housing for compliance with Emergency Solutions Grant Program (ESGP) requirements for habitability, lead-based paint, and rent reasonableness; h. Assistance with obtaining utilities and making moving arrangements; and i. Tenant counseling. <p>(3) Housing stability case management.</p>
<p>§ 576.104 Rapid re-housing Component</p> <p>§ 576.106 Short-term and medium-term rental assistance</p> <p>Literally Homeless</p>	<p>Housing relocation and Stabilization services.</p> <p>(1) Financial assistance costs</p> <ul style="list-style-type: none"> a. Rental application fees b. Security deposits c. Last month's rent. d. Utility deposits e. Utility payments f. Moving costs. <p>(2) Services costs</p> <ul style="list-style-type: none"> a. Housing search and placement b. Assessment of housing barriers, needs, and preferences c. Development of an action plan for locating housing; d. Housing search; e. Outreach to and negotiation with owners; f. Assistance with submitting rental applications and understanding leases; g. Assessment of housing for compliance with Emergency Solutions Grant Program (ESGP) requirements for habitability, lead-based paint, and rent reasonableness; h. Assistance with obtaining utilities and making moving arrangements; and i. Tenant counseling. <p>(3) Housing stability case management.</p>
§ 576.107 HMIS component.	<p>(1) The recipient or subrecipient may use ESGP funds to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area, including the costs of:</p> <ul style="list-style-type: none"> a. Purchasing or leasing computer hardware; b. Purchasing software or software licenses; c. Purchasing or leasing equipment--including telephones, fax machines, and furniture; d. Obtaining technical support;(v) Leasing office space; e. Paying charges for electricity, gas, water, phone service, and high-speed data transmission necessary to operate or contribute data to the HMIS; f. Paying salaries for operating HMIS, including: (A) Completing data entry; (B) Monitoring and reviewing data quality; (C) Completing data analysis; (D) Reporting to the HMIS Lead; (F)

	<p>Training staff on using the HMIS or comparable database; and (G) Implementing and complying with HMIS requirements;</p> <ul style="list-style-type: none"> g. Paying costs of staff to travel to and attend HUD-sponsored and HUD approved training on HMIS and programs authorized by Title IV of the McKinney-Vento Homeless Assistance Act; h. Paying staff travel costs to conduct intake; and i. Paying participation fees charged by the HMIS Lead, if the recipient or subrecipient is not the HMIS Lead. The HMIS Lead is the entity designated by the Continuum of Care to operate the area's HMIS. <p>(2) If the recipient is the HMIS lead agency, as designated by the Continuum of Care in the most recent fiscal year Continuum of Care Homeless Assistance Grants Competition, may also use ESGP funds to pay the costs of:</p> <ul style="list-style-type: none"> a. Hosting and maintaining HMIS software or data; b. Backing up, recovering, or repairing HMIS software or data; Upgrading, customizing, and enhancing the HMIS; c. Integrating and warehousing data, including development of a data warehouse for use in aggregating data from subrecipients using multiple software systems; d. Administering the system; e. Reporting to providers, the Continuum of Care, and HUD; and f. Conducting training on using the system or a comparable database, including traveling to the training. <p>(3) If the subrecipient is a victim services provider or a legal services provider, it may use ESGP funds to establish and operate a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.</p> <p>(4) General restrictions. Activities funded under this section must comply with HUD's standards on participation, data</p>
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Record Keeping and Documentation

HEARTH sets specific recordkeeping criteria for documenting homelessness. Applicants awarded funding must document homelessness in accordance with the requirements of the grant. The following chart defines the 4 major categories based on the HEARTH Act of 2009.

Category	Description	Definition
Category 1	Literally Homeless	(1) Individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: (i) Has a primary nighttime residence that is a public or private place not meant for human habitation; (ii) Is living in a publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state and local government programs); or (iii) Is exiting an institution where (s)he has resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution
Category 2	Imminent Risk of Homelessness	(2) Individual or family who will imminently lose their primary nighttime residence, provided that: (i) Residence will be lost within 14 days of the date of application for homeless assistance; (ii) No subsequent residence has been identified; and (iii) The individual or family lacks the resources or support networks needed to obtain other permanent housing
Category 3	Homeless under other Federal Statutes	(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who: (i) Are defined as homeless under the other listed federal statutes; (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the 60 days prior to the homeless assistance application; (iii) Have experienced persistent instability as measured by two moves or more during in the preceding 60 days; and (iv) Can be expected to continue in such status for an extended period of time due to special needs or barriers
Category 4	Fleeing/ Attempting to Flee DV	(4) Any individual or family who: (i) Is fleeing, or is attempting to flee, domestic violence; (ii) Has no other residence; and (iii) Lacks the resources or support networks to obtain other permanent housing.

Match (Cost Share) 24 CFR .201

Local governments/grantees or their not-for-profit sub-contracted agencies are required to provide **a dollar for dollar** match in cash or in-kind donations equal to or above the amount of the grant received. Match contributions may be obtained from any source, including any Federal source other

than ESGP. The recipient of ESGP funds must ensure the laws governing a federal grant used as match is not prohibited by the federal granting agency. Match funds may be local, state, or federal (except for other ESGP funds) as long as the match is otherwise ESGP eligible cost and the local, state or federal program used allows it. The match must be available after HUD signs the City's grant agreement and be available during the term of the City's contract (May 1, 2016 to April 30, 2017). Evidence of match must be presented to the City prior to a contract being signed between the City and agency. Match submitted for the ESGP program may not be used as match for another grant. Proposers must certify sufficient match which may include in-kind contributions and or cash match.

In accordance with HUD requirements, the match must be used for HUD defined ESGP eligible activity. Volunteer hours, if used as a match, must be based upon \$5.00 per hour. If professional volunteer hours are used, the amount must be reasonable for the Kansas City employment market place and documented by the agency. The City of Kansas City, Missouri encourages subrecipients to aggregately meet the match for the Emergency Solutions Grant Program.

Monitoring

The City of Kansas City uses a multiple step process for monitoring grants. All grants are set up in the City's PeopleSoft financial management system. For internal control, federal and non federal grant funds are set up in a designated financial account with a specific project number to prevent overpayment.

Contracts with subrecipients are approved by the ESGP designated department, Law and Finance departments. Applicant agencies that apply for and subsequently receive ESGP must follow applicable federal regulations and local guidance for implementation and financial management of the grant. The City will conduct desk audits monthly and at least one field audit during the grant term (May 1, 2016 to April 30, 2017). The following list includes ESGP specific regulations and other applicable federal regulations and rules to the administration of the grant.

1. ESGP (Emergency Solutions Grant Program) as amended in the Interim Rule for 24 CFR 576)
2. Cost Principles for State, Local, and Indian Tribal Governments 2 CFR 225
3. Cost Principles for Non-Profit Organizations 2 CFR 230
4. Administrative Requirements for Grants and Cooperative Agreements to State, Local, and Federally Recognized Indian Tribal Governments CFR Part 85
5. Administrative Requirements for Grants and Cooperative Agreements Institutions of Higher Education, Hospitals, and other Non-profit Organizations CFR Part 84
6. Lead Base Paint Regulations 24 CFR Part 35
7. Environmental Review Regulations 24 CFR Part 58
8. Fair Housing Act 24 CFR Part 100
9. Conflict of Interest
10. Equal Access to Housing in HUD Programs Regardless of Sexual Orientation or Gender Identity Final Rule / Lesbian, gay, bisexual, and transgender (LGBT) and Unmarried Couples

Note: Please note the above list includes most frequently referenced regulations and policies. Other applicable local, state and federal regulations and guidelines may apply.

Some of the areas reviewed include, but are not limited to, the following:

1. Eligibility
2. Intake and assessment
3. Established goal plan
4. Regular client contact and notes related to the goal plan
5. Entries in HMIS
6. Health and Safety Inspections
7. Recordkeeping
 - a. Match documentation
 - b. Homeless status
 - c. Income documentation
 - d. Termination process
 - e. Financial management and coordination with program staff

Desk audits are completed monthly and include an evaluation of:

1. Contract scope of services
2. Expenditure documentation submitted for reimbursement and match
3. Completion of Annual Performance Report (APR)
4. Compliance with HMIS and/ other information systems that are compliant with HUD's HMIS requirements
5. Performance standards
 - a. Persons served
 - b. Monthly invoicing and accuracy
 - c. Spend down pace
 - d. Compliance with contract submittal requirements
 - e. Monthly APR tracking
6. Other reporting requirements

Technical assistance protocols are followed for new subrecipients. This includes:

1. Meeting one on one during the contracting process
2. Providing and reviewing program guidance
3. Email correspondence

More than one monitoring visit may take place based upon a risk assessment. Factors include, but are not limited to, the following:

1. Significant change in program guidance
2. Change in significant subrecipient staff working on the grant, i.e. executive director, bookkeeper or accountant, case manager
3. Reports submitted late or inaccurately
4. No services recorded in HMIS

The City reserves the right to review and request additional records as deemed necessary to determine overall performance.

Performance Standards

This section includes performance objectives and outcomes. The project narrative must include at least one objective and one outcome.

Established objectives and outcomes are based on the Emergency Solutions Program Grant purpose; national strategies to end homelessness, and locally identified community needs. The following objectives are most commonly utilized for homeless assistance programs:

- **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. Emergency shelter is generally provided for the purpose of improving the living environment of homeless families and/ or individuals (who would otherwise be living on the street). Shelter operations should be reported under this category. **Note: shelter services are not considered housing.**
- **Providing Decent Housing** covers a wide range of housing activities that are generally undertaken with HOME, CDBG, HOPWA, ESGP, or Homeless Prevention funds. The primary goal of most prevention activities is to help individuals or families preserve their housing and/or make it more affordable while the individual or family is experiencing a temporary crisis.

Specific objectives were established based on Continuum of Care data (Point in Time); 2010 Census, Department of Labor data, Department of Elementary and Secondary Education, Annual Survey on Homeless Housing Inventory Chart and Annual Homeless Assessment Report (AHAR). (Please see the 2012-2016 Five Year Consolidated Action Plan for details. Prioritized target populations are:

- Priority 1: Families with children
- Priority 2: Unaccompanied youth
- Priority 3: Individuals

The general outcomes are:

1. **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low-and moderate-income people where they live.

■ **Shelter, Transitional and Rapid Re-Housing Outcomes**

- Reduce recidivism: Participant (client) maintains housing for a period of 1 or more years without incident of homelessness
- Decrease length of stay in shelter through rapid re-housing

Performance Expectation	Performance
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21 days or less	Above Average
22 to 30 days	Average
Over 30 days	Below Average

- Accurate and timely recordkeeping documentation: eligibility, assessment, goal plan development, ongoing regular follow up on goal plan

Performance Expectation	Frequency	Performance
Participant contact, file documentation	4 or more times per month	Above Average
Participant contact, file documentation	2 to 3 times per month	Average
Participant contact, file documentation	0 to 1 per month	Below Average

- Increase household income through case management support and or innovative job creation
- Increase stability through consistent and ongoing results oriented case management

2. **Affordability** applies to activities that provide affordability in a variety of ways to low and moderate income individuals. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household. For instance, a low interest loan program might make loans available to low-moderate-income microenterprise businesses at 1% interest, which is far below the market rate.

- Homeless Prevention Plan approved activities will include assistance to homeless families and individuals that meet the following two thresholds pursuant to the definition of homelessness in 24 CFR Part 576.200:
 - The household income is under 30% of area median income (AMI)
 - The household has insufficient resources available to attain housing stability (includes income, friends, relatives, faith and social networks)

Homeless Prevention funds are targeted to:

- Priority 1: Families with children living in hotels and/ or motels, or
- Priority 2: Families with children living in severely overcrowded conditions, or
- Priority 3: Families with children that have been notified that their right to occupy the current housing or living situation will be terminated

Prevention Outcomes

- Participant (client) maintains housing for a period of 1 or more years without financial assistance

- ❑ Decreased need for financial assistance
- ❑ Increase Stability through consistent and ongoing results oriented case management

Homeless data related to the funded project must be tracked in the local HMIS (MAAClink) administered by Mid America Assistance Coalition.

Proposal Instructions

A committee that consists of Neighborhoods and Housing Services staff, community representatives, a minimum of one formerly homeless person, the Homeless Services Coalition, and peer agencies in social services shall review ESGP applications. All ESGP applications will be scored according to the following criteria:

Compliance with HUD ESGP objectives, application completeness, organizational capacity, and project (program) implementation capacity, with consideration toward how the proposal implements the adopted HUD policies, procedures, and mandates; the City of Kansas City's Consolidated Action Plan objectives; and the performance of existing contracts.

Recommendations will start with the highest ranked application to the lowest ranked application until funds are exhausted. The committee will take into account socio-economic needs and 2012-2016 Action Plan objectives. *Applications that are incomplete, unclear in scope of service, provide religious influence, or represent an application version presented in a prior year that has not been updated, may be denied for funding.* The committee will assume that applicant organizations have reviewed the federal guidance and understand the requirements for implementing and administering the grant. Applicants may obtain information regarding the Emergency Solutions Grant Program by going to:

http://portal.hud.gov/hudportal/HUD?src=/program_offices/comm_planning/homeless/programs/esg.

Applicants must meet the following criteria:

- ❑ Evidence of 3 years of successful experience in providing housing shelter and/or transitional housing assistance for persons that meet the HUD definition of homeless;
- ❑ Evidence of 3 years experience in providing homeless prevention activities direct rent/mortgage subsidy programs
- ❑ Must have demonstrated experience in working within the city-wide Continuum of Care. More details regarding Kansas City's local continuum of care may be obtained by calling the Homeless Services Coalition of Greater Kansas City at 816-924-7997.

An applicant may submit a request in more than one category. The applicant agency must submit one (1) original and seven (7) proposal copies.

Required documents

- ❑ List of all City contracts and other major federal and non federal funding received. Include the source of funds, the grantee or City department name, contact person and the amount received.
- ❑ Letter from Homeless Management Information System (HMIS) provider that certifies participation in a HUD approved system.
- ❑ Domestic violence agencies must certify the use of a Management Information System that meets the HUD homeless management information data elements from the administrator.
- ❑ Projected Performance Indicator Report (Chart C: Performance Data Collection Form)
- ❑ The 2015 Board approved budget and projected budget for 2016
- ❑ Match (Cost Share) – Complete Attachment 5, Match and submit with proposal, which may include in-kind contributions and or cash match.
- ❑ Pursuant to HUD’s federal regulation, 24 CFR 576.56 (b), applicant agencies must describe how homeless persons are included in policy-making decisions (include in experience narrative);
- ❑ Project Budget Worksheets: Complete applicable schedules and attachments. If you are not applying for a project component you do not have to complete or submit a form.

Schedule A	Personnel Rapid Re-Housing
Schedule B	Personnel Schedule Homeless Prevention
Schedule C	Personnel Schedule Shelter Component- Essential Services
Attachment 1	Rapid Re-Housing Financial Assistance
Attachment 2	Homeless Prevention Financial Assistance
Attachment 3	Shelter Component Operating Costs
Attachment 4	Shelter Component- Other Essential Services
Attachment 5	Match
Attachment 6	Summary Budget

Applicants may obtain an excel workbook that contains the above attachments by contacting Florence Kinard at Florence.Kinard@kcmo.org or call 816 513-4515.

- ❑ **Applicant Information.** Complete name of agency requesting funding and address. Include contact information for person available to answer questions regarding proposal.
- ❑ **Certification.** Print the name and title of the individual authorized to bind the Applicant. The authorized agent must also sign the proposal on the agency’s behalf.
- ❑ **Organizational Chart.** The chart must include all positions (vacant and filled), position titles. Label the document Exhibit A.

- ❑ **Evaluation of Agency Financial Condition, Governance Practices, and most recent audit.** Attach and label Exhibit B. The Evaluation of Agency Financial Condition and Governance Practice form is provided in Appendix C.
- ❑ **501(c) (3) Status.** Provide a current Certificate of Good Standing from the State of Missouri Exhibit C.
- ❑ **Neighborhood Organization Project Support.** If the program/project will affect a specific neighborhood, a letter or other documentation of support for your project must be obtained from the local neighborhood association. If the program is new to a community, and neighborhood involvement will be required, then the neighborhood must agree that this will have a positive impact and support will be needed. If needed, attach as Exhibit D.
- ❑ **Resumes and Job Descriptions:** Provide a resume and job description for all positions included in the grant as well as those providing administrative and financial management support to the project, i.e. accountant, executive director, etc. Exhibit E.

Project Evaluation Criteria:

The proposal project, experience and budget narratives will be reviewed by a panel that includes City staff, non recipient agency(s), formerly homeless person, and a CoC representative. The following provides a suggestion of what will be considered during the review process. Proposals must clearly delineate project activities and include quantifiable objectives and outcomes.

- A. Project Narrative (up to 30 points):** Does the proposal directly assist in implementing the 2012-2016 Consolidated Plan objectives and goals related to homelessness. Does the proposal indicate how the activity is consistent with strategies or priorities outlined in other planning documents for the city such as opening doors, HEARTH, and specific priorities and how? How will the project have long-term impact on homelessness and does the agency clearly indicate how they will measure and track results? Does the proposal clearly identify population and demographic description? Does the proposal show partnership/community support including the active involvement of affected neighborhoods? How many unduplicated persons are projected to be served? Is the project a new or existing project? If existing, does the proposal explain the reason for the ESGP request? Does the proposal include data, information, or other evidence that documents the need and priorities and proposed impact?
- B. Experience Narrative (up to 45 points):** Does the proposal clearly illustrate the capacity to implement the proposed project? What is the project oversight capacity and financial capacity to administer the funding? If an existing subrecipient, did the organization expend all funds by the scheduled end date of the contract? Describe the credentials and experience of the individual(s) who will perform the work. If applicable, include agency or facility accreditation or licensure. Indicate whether the positions for which you are requesting funding are already filled or will be new hires. If there are multiple applicants, please describe the qualifications and experience each brings to the proposed project. What's the organizational oversight structure? What is the relative ratio between staff and participant? What is the plan for sustaining the proposed project or activity after the ESGP funding ends? Please describe specific mechanisms and/or sources of support to achieve sustainability. Explain how your organization's or project team's mission, staffing and operations reflect a

commitment to diversity and cultural competency. How does the organization involve homeless persons in its decision making?

- C. Budget Narrative (up to 25 points):** Are the costs proposed reasonable, allocable and allowable to the grant? Does the proposal include other sources of funds presently to cover the cost of line item? If so, does the proposal indicate the source(s) and how the fund request was allocated to the ESGP? Does proposal include match in excess of the amount of ESGP requested? Does the proposal explain each line item? Are position(s) requested existing or new positions? If existing, does the organization explain why funds are being requested for the existing position? Is the organization receiving other funding to cover a cost type requested in the application? If yes, does the organization explain why ESGP funds are now being requested? Will the organization continue the project if not funded? Does the proposal provide the necessary information to make a determination by line item? Does the proposal clearly identify other sources of funds in the project? Is it clear how the request was determined?

Received By: _____ Applic. #

2016 ESGP FUNDING REQUEST PROPOSAL

1. Applicant Information:

Organization: _____

Address: _____

City: _____ Zip: _____

Telephone: _____ Fax: _____

Contact Person: _____ Title: _____

Email: _____ Phone: _____

2. Certification:

I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true, and the application has been authorized by the organization's Board of Directors.

Signature of Authorized Representative Date

Print Name Title

3. Program Information (each proposed activity requires a separate application):

Proposed Activity: _____

Requested Funding Amount: \$ _____

Subtotal Rapid Re-Housing \$ _____

Subtotal Homeless Prevention \$ _____

Subtotal Shelter (Operations) \$ _____

Subtotal Shelter (Essential Services) \$ _____

4. Narrative Sections:

a. Project Narrative: up to 30 points

- i. Target population (include demographic characteristics)
- ii. Priorities, needs, objectives, outcomes, and how measured and tracked
- iii. Specific program components that ESGP will support
- iv. Objective and Outcome addressed

- v. Total number of households and persons served
- vi. The geographic location(s) of services

b. Experience Narrative: up to 45 points

Describe capacity to implement and administer the project. Include description of the credentials and experience of the individual(s) who will perform the work. If applicable, include agency or facility accreditation or licensure or special recognitions or awards. Indicate whether the positions for which you are requesting funding are already filled or will be new hires. Discuss effectiveness in creating sustainable housing. Describe partners will be involved in your project and their experience. If requesting funding for financial assistance, describe your process for making assistance payments and making eligibility determinations.

c. Budget Narrative: up to 25 points

Provide line item justification for each cost center. ESGP may not be used to cover a disproportion share of operational costs (example utilities), space and or staffing costs if supported by other funding. Requests for building utilities must be in proportion to the overall budget of this cost time. Staff performing other tasks unrelated to the ESGP must include the total annual salary and benefits and explain how the FTE was calculated.

Chart C. ESGP Performance Data Collection Form

Category	Corresponding Activity Data Required	
Rehabilitation/Conversion	A, C	
Renovation	A, C	
Operations	A, C	
Essential Supportive Services	A, C	
Essential Supportive Services	B, C	
Prevention	B, C	
Activity	Outcome Indicators	Proposed
A. Emergency and/or Transitional Shelters	Annual number of persons served	
	a. Adults	
	b. Children	
	Total	
	Annual Individual/Single Households	
	a. Unaccompanied 18 and Over Males	
	b. Unaccompanied 18 and Over Females	
	c. Unaccompanied under 18 Males	
	d. Unaccompanied under 18 Females	
	Annual Family Households with Children Headed by	
	a. Single 18 and Over Males	
	b. Single 18 and Over Females	
	c. Single under 18 Males	
	d. Single under 18 Females	
	e. Two Parent 18 and over	
	f. Two Parents Under 18	
	Annual Family Households with No Children	
	a. Family Household With No children	
	Annual Number of Persons Served for Each Subpopulation (May include overlapping numbers/duplicate persons.):	
	a. Chronically Homeless (Emergency Shelter Only)	
	Annual number of persons served	
	b. Severely Mentally Ill	
	c. Chronic Substance Abuse	
	d. Other Disability	
	e. Veterans	
	f. Persons With HIV/AIDS	
	g. Victims of Domestic Violence	
	h. Elderly	

Activity	Outcome Indicators	Proposed		
Emergency and/or Transitional Shelters (cont.)	Individuals Housed (Bed Capacity) At Any Given Time Through ESGP Program			
	a. Barracks			
	b. Group/Large House			
	d. Scattered Site Apartment			
	e. Single Family Detached House			
	f. Single Room Occupancy			
	g. Mobile Home/Trailer			
	h. Hotel/Motel			
	Other (Describe: _____)			
B. Non-Residential Services	Annual number of persons served			
	a. Adults			
	b. Children			
	Total			
	Annual Homeless Prevention Indicators			
	a. Households that received emergency rent, mortgage, and rental deposit assistance to prevent homelessness			
	b. Households that received emergency utility assistance to prevent homelessness			
	c. Households that received drug testing			
	d. Households that received employment assistance			
	e. Households that received housing counseling services			
	f. Households that received legal assistance to prevent homelessness			
	g. Households that received psychological services			
	Total			
	C. Ethnicity and Race	Annual number of persons served	Proposed Total	Of Proposed # Hispanic/Latino
	a. White			
b. Black/African American				
c. Asian				
d. American Indian/ Alaskan Native				
e. Native Hawaiian/Other Pacific Islander				
f. American Indian/Alaskan Native & White				
g. Asian & White				
h. Black/ African American & White				
i. American Indian/Alaskan Native & Black African American				
j. Other Multi-Racial				
	Totals			

Appendix E: HOPWA Funding Request Packet

- **HOPWA Proposal Instructions**
 - **Proposal Evaluation Criteria**
- **HOPWA Funding Request Proposal**

HOPWA PROPOSAL INSTRUCTIONS

Section I – PROPOSAL SUBMISSION

Agencies applying for funding for the HOPWA Program should complete and submit the following Consolidated Plan Funding Request Proposal along with a narrative documenting the organization's capacity to provide the service described. The narrative should address past program experience relative to the proposal and demonstrate the following level of experience:

- Five years of experience in delivering housing services to HIV-infected persons (*indicate the number of persons served during these years*);
- Linkage with the Ryan White Care Case Management Authorization after contract approval;
- Three years experience providing a continuum of housing-related services including nursing, assisted living, emergency shelter, family housing and rent/mortgage subsidy program ; and
- Ability to serve the fifteen county MKSMA comprised of Bates, Caldwell, Ray, Clay, Cass, Lafayette, Clinton, Jackson and Platte counties in the state of Missouri along with the counties of Wyandotte, Leavenworth, Johnson, Linn, Franklin and Miami in the state of Kansas.

HOPWA Scoring Criteria

All applications to be considered for Housing Opportunity for People with AIDS/HIV (HOPWA) funding will be scored according to the following criteria with consideration weighted toward how the proposal implements services to HIV/AIDS clients. Proposals should clearly delineate program goals with quantifiable objectives.

Major Scoring Criteria:

- A. Administrative Information: Please list the name of the individual with primary financial authority and contact information. How often does the board meet?

10 = Individual with financial authority listed with contact information, when board meets are clearly stated

5 = Individual with financial authority listed with contact information, when board meets are somewhat stated

0 = Individual with financial authority listed with contact information, when board meets are not clearly stated

- B. Description of Target Population:

10 = Target population described, specific geographic locations listed, number of clients that can be reached, cultural and ethnic characteristics clearly stated.

5 = Target population described, specific geographic locations listed, number of clients that can be reached, cultural and ethnic characteristics somewhat clearly stated.

0 = Target population described, specific geographic locations listed, number of clients that can be reached, cultural and ethnic characteristics not clearly stated.

C. History of Agency in delivering housing services to target population

10 = Evidence/history indicates strong applicant experience

5 = Evidence/history indicates average applicant experience

0 = No evidence or history provided to indicate applicant experience

D. Qualification of Staff:

5 = Evidence/history indicates strong applicant staff qualifications including bilingual staff.

3 = Evidence/history indicates average applicant staff qualifications

0 = No evidence or history provided to indicate applicant staff qualifications

E. Linkage with Ryan White Case Management System:

10 = Evidence/history indicates strong applicant experience

5 = Evidence/history indicates average applicant experience

0 = No evidence or history provided to indicate applicant experience

F. Program Goals and Objectives: Describe specific and measurable program goals and objectives relating to planned outcomes of the proposed program. How do these goals and objectives relate to HUD's three primary objectives: Increasing stability for participants in housing that is safe, decent and sanitary; reducing risk of homelessness; and increasing access to care and support. Program goals and objectives should be broken down into specific, quantifiable components.

10 = Goals and Objectives are clearly stated

5 = Goals and Objectives are somewhat clearly stated

0 = Goals and Objectives are not clearly stated

G. Program Implementation: Based upon the program objectives listed above, how would the program be implemented? This section should contain strategies for implementation, a timetable for implementation and specific locations where each component of the program will take place. Including the process and timeliness in which the agency will coordinate service delivery with clients and case managers.

10 = Strategies or implementation, timeline, and component location are clearly stated

5 = Strategies or implementation, timeline, and component location are somewhat clearly stated

0 = Strategies or implementation, timeline, and component location are not clearly stated

- H. Program Process Evaluation: How will the agency evaluate processes associated with implementing the program? How will the agency evaluate the impact of the program interventions on the target population?

10 = Evaluation plan described and impact of program interventions clearly stated

5 = Evaluation plan described and impact of program interventions somewhat clearly stated

0 = Evaluation plan described and impact of program interventions not clearly stated

- I. Budget Page & Budget Narrative: Descriptive information used to explain and justify the amounts budgeted. The narrative should include information about whom, what, where, when and why. All costs in the budget, including those listed in “other” must be described and justified. The justification must provide sufficient detail to define how the unit cost was established, and the rationale for the number of clients proposed to be served.

10 = Detailed budget narrative with unit costs justification and proposed number of clients served is clearly stated

5 = Detailed budget narrative with unit costs justification and proposed number of clients served is somewhat clearly stated

0 = Detailed budget narrative with unit costs justification and proposed number of clients served is not clearly stated

- J. Quality Assurance and Improvement: Describe your organization’s Quality Assurance (QA) and Improvement Program (QI). Discuss your capacity to encourage QA/QI training, data reporting and evaluation. How do you plan to satisfy QA and QI quarterly reporting requirements? What does your agency do to solicit feedback from those receiving services and the application of that feedback to drive QI? Explain the goals, objectives and priorities of the Quality Assurance and Improvement plan as it relates to the service being provided.

15 = Organization’s Quality Assurance and Improvement Program incorporating goals, objectives, priorities and including a timeline are clearly stated

10 = Organization’s Quality Assurance and Improvement Program incorporating goals, objectives, priorities and including a timeline are somewhat clearly stated

0 = Organization’s Quality Assurance and Improvement Program incorporating goals, objectives, priorities and including a timeline are not clearly stated.

Received By: _____ Applic. # _____

2016 HOPWA FUNDING REQUEST PROPOSAL

1. Applicant Information:

Organization: _____
Address: _____
City: _____ Zip: _____
Telephone: _____ Fax: _____
Contact Person: _____ Title: _____
Email: _____ Phone: _____

2. Certification:

I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true, and the application has been authorized by the organization's Board of Directors.

Signature of Authorized Representative Date

Print Name Title

3. Program Information (each proposed activity requires a separate application):

Proposed Activity: _____

Requested Funding Amount: \$ _____

5. Type of project activity: Transitional Housing _____ Rental Assistance _____

6. Please attach Organization Chart and list of current Board of Directors and label Exhibit A and Exhibit B.

7. Please attach copy of audit or management letter and management response for organization's most recently completed fiscal year and label Exhibit C.

8. Please attach a current Certificate of Good Standing from the State of Missouri showing 501(c)(3) status and label Exhibit D.

Appendix F: Environmental Review

- **Overview of the Environmental Review Process**
 - **The Environmental Review Process**
 - **The Heart of the Review Process**
 - **Categorical Exclusion Approval Process**
- **Environmental Assessment Approval Process**
 - **Environmental Checklist**

Overview of the Environmental Review Process

All Federal Agencies must comply with the National Environmental Policy Act of 1969 (NEPA). This means that all activities proposed to receive Federal funding must be reviewed for compliance with applicable Federal laws and authorities (including Executive Orders and Agency regulations) which collectively protect and enhance the environment by removing detrimental conditions and providing citizens with the benefits of a healthy environment (the tangible and intangible, the natural, built and human together). A few of these laws and authorities are: the Endangered Species Act, the National Historic Preservation Act, the Clean Air Act, the Flood Insurance Reform Act, as well as regulations and policies implemented by other federal agencies. These laws and authorities help the Department of Housing and Urban Development (HUD) in its mission to provide “safe, decent and affordable housing.”

NEPA provides the basic requirements for the review process. Title II of the Act established the Council on Environmental Quality (CEQ) within the White House. The CEQ regulations that implement NEPA are spelled-out in the Code of Federal Regulations (CFR) at 40 CFR Parts 1500 – 1508

(http://ceq.hss.doe.gov/ceq_regulations/regulations.html).

Each federal agency has their own regulations that implement NEPA and fall in line with those of the CEQ. For HUD, regulations listed at 24 CFR apply to their programs and operations as a whole. Within 24 CFR there are numerous “Parts.” Of particular importance to the environmental review process are Parts 35, 51, 55, and 58 (all of these play a significant role in the City’s environmental review process).

Generally, Federal agencies have their own staff to conduct their environmental reviews; the one notable exception is HUD. Due to the vast number of projects and activities that HUD assists, they delegate many, but not all, environmental review responsibilities to states and units of local government. In this capacity each is referred to as a “Responsible Entity” (RE). As an RE, the City of Kansas City, Missouri, acts as an official agent of HUD, taking-on legal obligations on behalf of HUD, and overseeing the on-going implementation and monitoring of grant funded activities. The specific portion of HUD’s regulation that outline’s the City’s obligations and procedures for conducting environmental reviews is 24 CFR Part 58

(<https://www.hudexchange.info/environmental-review/hud-environmental-regulations/>).

The City’s Neighborhoods & Housing Services Department (NHSD) Officer is tasked with managing the expenditure and oversight of all of the HUD funds and programs that are covered by the Consolidated Plan. On behalf of NHSD, the City’s Environmental Review Officer (ERO) is responsible for carrying-out the review process and determining whether activities are compliant with NEPA and related laws and authorities. The ERO enlists the assistance of others who have specific knowledge or skills germane to the process, such as other NHSD staff, the City’s Historic Preservation Planner in the City Planning and Development Department, Development Management staff, Plans Review staff, and staff of the City’s Parks and Recreation, Water Services and Public Works Departments. Additionally, the U.S. Fish and Wildlife Service, Missouri Department of Conservation and other non-municipal resources are brought into the process.

Frequently, non-profit agencies become direct recipients of other HUD grant funds. In these circumstances, such grantees must request the City to act as Responsible Entity for the purposes of performing environmental review. The grantee must provide the ERO with a formal request to act as RE and provide full project information. The grants typically involved are:

- Supportive Housing Program (SHP),
- Self-Help Homeownership Opportunity Program (SHOP)
- Public Housing Authority (HOPE VI, Project Based Voucher, Capital Fund Program, etc.) grants, and
- Congressional appropriations described as Economic Development Initiative – Special Projects or EDI-SP grants

A complete listing of programs that REs review can be found at 24 CFR 58.1(b).

The Environmental Review Process

Early Documentation

Once applications (proposals) have been received by the City, a cursory review is conducted to determine whether there are items that would require clarification in the environmental review process. If warranted, a “heads-up” to the applicant may be provided to help avoid conflicts with statutory or regulatory requirements, should their proposal be selected for inclusion in the Consolidated Action Plan. However, it is the responsibility of applicants to understand the limitations and requirements that are placed on HUD funds at the time of application. (“Choice-limiting actions,” are not allowed per 24 CFR 58.22).

The environmental review process starts with good information about projects or programs being considered for funding. Projects involving new construction, demolition, site clearance, multi-family rehabilitation, and certain other activities will require completion of the City’s “OEQ Form 0901 Checklist” prior to their being included in the Action Plan (sample attached). That form contains questions about specific environmental conditions that must be addressed in the environmental review process. It will have to be accurately filled-out and signed by the applicant or a representative familiar with the project. (The attached copy can be used or, if necessary, hard copy or electronic copy can be obtained by contacting the Environmental Review Officer.)

Once a project, program or activity has been identified for inclusion in the Action Plan, the ERO will generate an Environment Review Record (ERR) for such activities. The ERO will contact the sponsors of those activities to ensure that they are aware of the level of review necessary, and to request any further clarification and documentation necessary to begin the review. Additional documentation that may be requested includes maps; 4” X 6” photographs with a photo-key which shows, on a project site map, the locations where photos were taken and in which direction they were taken; existing Environmental Site Assessments (ASTM Standard 1527-13).

Note: An Environmental Site Assessment or ESA is a very specific site investigation conducted to determine the presence of contamination, and should not be confused with an Environmental Assessment which is a NEPA defined level of review (discussed later).

The environmental review process can be time-consuming. The more complex, large or controversial a project, program or site, the more involved the review process. The better a project sponsor can anticipate the needs of the environmental review process prior to application, the more smoothly the review will run. In all cases, the review process will progress only after the necessary information has been received.

HUD’s regulations specify the activities that can be undertaken using particular program funds. Various portions of the regulations define those activities. Part 58 of the regulations tie program definitions to NEPA definitions. This is crucial, as it allows activities to be grouped together in the environmental review process.

Aggregation (24 CFR 58.32) - A responsible entity must group together and evaluate as a single project all individual activities which are related either on a geographical or functional basis, or are logical parts of a composite of contemplated actions. [24 CFR Sec. 58.32(a)]

[This is done so that we] address adequately and analyze, in a single environmental review, the separate and combined impacts of activities that are similar, connected and closely related, or that are dependent upon other activities and actions; [and] consider reasonable alternative courses of action; [and] schedule the activities to resolve conflicts or mitigate the individual, combined and/or cumulative effects; [and] prescribe mitigation measures and safeguards including project alternatives and modifications to individual activities. [24 CFR Sec. 58.32(c)]

Once the types of projects have been identified, the ERO determines the level of environmental review needed for those projects and records that determination in the ERR. Again, this can only be done if the project is defined well enough and its activities appropriately aggregated (24 CFR 58.32).

Determination of Level of Review

Environmental reviews can range from very simple documentation for “Exempt” activities, to a Finding of Significant Impact (FOSI) which would require that an Environmental Impact Statement (EIS) be conducted as prescribed by NEPA. [Note: given the range of activities typically associated with HUD funding, an EIS is highly improbable; in the history of Kansas City’s entitlement programs, no EIS has been required – an indication that suitable alternatives have been found for large scale projects during the course of the environmental review.]

Exempt activities (listed at 24 CFR 58.34) require clear notation of a project’s activities and funding. They include environmental and other studies, development of plans and strategies; information and financial services; administrative and management activities; public services that will not have a physical impact or result in any physical changes; inspections and testing of properties for hazards or defects; purchase of insurance; purchase of tools; engineering or design costs; technical assistance and training; payment of principal and interest on loans made or obligations guaranteed by HUD, etc. “Exempt” means the activity is not considered capable of having a direct impact on the environment and is therefore exempt from a NEPA proscribed review. [Per aggregation, the full range of project activities must be considered in making such a determination.]

Categorically Excluded

“Categorically Excluded” means that the activity is one of a category of activities that, by their nature, do not have the potential to cause a significant impact to the environment and are therefore excluded from the NEPA Environmental Assessment requirements. Though, because they can have an impact, they must be reviewed for compliance with all applicable laws and authorities to determine what must be done in order for the project or activity to comply with those laws. Within this general group of activities there are two subgroups. Their differences are significant.

CENST

This level of determination is associated with activities which are “**Categorically Excluded** [from an Environmental Assessment] and are **Not Subject To**” authorities listed at 24 CFR 58.5 (CENST). Over the course of several years, HUD has determined that CENST activities should be treated much like

Exempt activities because they do not themselves have a physical impact on the environment. However, because these activities are associated with physical locations, they do require review for compliance with the requirements listed at 58.6. These activities (listed at 24 CFR 58.35(b)) include tenant-based rental assistance; supportive services such as short-term payment of utilities or rent; operational support of homeless facilities and daycare facilities; activities to assist homebuyers in purchasing an affordable dwelling that is existing or under construction; etc. Compliance with the Flood Insurance stipulations must be documented for Tenant Based Rental Assistance and Homebuyer Assistance activities.

CENST activities are documented in the ERR and do not require any further review or authorization by HUD (discussed later).

CEST

The next level of determination is associated with activities which are “**Categorically Excluded** [from an Environmental Assessment] and are **Subject To**” authorities listed at 24 CFR 58.5 (CEST). These activities (listed at 24 CFR 58.35(a)) include acquisition (including leasing) or disposition of land and improvements; rehabilitation of public facilities, housing and other property; new construction of single family housing where there are four (4) or fewer units being developed on any one site; a project of five (5) or more new housing units being developed on scattered sites when each of the sites is at least 2,000’ from any one of the other sites and, there are not more than four (4) housing units on any one site. Because these activities are of a physical nature or are committing HUD funds to a property that may or may not be suitable, these activities must be reviewed for compliance with the laws listed at 58.5. HUD regulations are very specific about what scale of activity is accepted into this category of review. Housing density, for example, can mean a great deal in determining whether the environment will be suitable for a project or, vice versa.

CEST activities are documented in the ERR and require public notification, completion of a Request for Release of Funds (RROF), and subsequent authorization by HUD. On-going NEPA compliance must be maintained (see “On-going Compliance with Related Federal Authorities” below).

As noted at 24 CFR 58.34(a)(12) some CEST activities may “convert” to Exempt if, after the environmental review process has been completed, they have been found not to trigger any of the 58.5 Statutory Authorities. In these cases, CEST activities are documented in the ERR but do not require the completion of a RROF and subsequent authorization by HUD. Such projects must still comply with Requirements set forth at 24 CFR 58.6.

Environmental Assessment

If a project does not fit within one of the above classifications, an **Environmental Assessment** (EA) is required. The EA, in turn, forms the basis for determining whether the project/activity will have a significant impact on the environment. This determination results in either (1) the requirement to perform an EIS as mentioned previously, or (2) a finding that the project/ activity will have no significant impact on the environment (FONSI).

To get to a FONSI, the EA will take into consideration many more factors than the CEST level review. Included are: review for consistency with area plans; land use and zoning requirements; stated policies of City Council; federal, state and local recommended best practices for such developments; possible infrastructure needs; etc. Additionally, alternatives including the “No Action” alternative must be considered along with alternative sites. On-going NEPA compliance must be maintained (see “On-going Compliance with Related Federal Authorities” below)

Once the level of review has been determined, the next step is a full review for compliance with 24 CFR Part 58.

The Heart of the Review Process

Compliance with Federal environmental statutes and regulations listed at 58.5 include compliance with Section 106 of the National Historic Preservation Act (often referred to as the “Section 106 Review,” the regulation implementing this compliance process is found at 36 CFR Part 800), floodplain regulations set-out in 24 CFR Part 55, HUD noise regulations set-out in 24 CFR Part 51, Subpart B, Executive Order 11990 Protection of Wetlands, the Endangered Species Act, the Clean Air Act, the Clean Water Act, as well as other requirements (for specific citations refer to 24 CFR 58.5).

Additionally, projects are reviewed for compliance with State and Local laws that govern the environmental conditions relevant to the project site or activities. In addition, all activities undertaken using HUD funds must comply with the authorities listed at 58.6 which includes the Flood Disaster protection Act which requires that, for those properties located within the 100 Year Floodplain, flood insurance be obtained and maintained for the life of the property that is receiving HUD assistance (for specific citations refer to 24 CFR 58.6).

Compliance can be determined through review of on-line resources (as in the case of Wild and Scenic Rivers or Sole Source Aquifers), through consultation with authorities who track data associated with a given subject (e.g. Clean Air Act and the State Implementation Plan), or through appropriate procedures that involve legally proscribed consultation (e.g. Section 106 review or Endangered Species and Habitat).

The review must be concluded before clearance can be gained. To reach conclusion, all compliance issues must be adequately addressed. This does not always mean that the statutory or regulatory issues have been resolved prior to release of funds. Indeed, there may be on-going requirements that are needed to insure that outstanding issues are resolved prior to completion of the program or project (Minor Home Repair programs for example). This means that, in some cases, the program developer must satisfy compliance steps as properties are identified for inclusion in a program (e.g. is the property located in the floodplain or within proximity to a major roadway). In some cases, full evaluation of potential contamination cannot be undertaken until the site has been further prepared for development. In these cases, Conditions of Approval are made and specific actions are required so that the property is safe for its intended reuse. It is important to note that the type of activity or program drives the determination that no significant impact would result and therefore some issues are weighed more heavily in the decision-making process.

Most often issues are resolved prior to release of funds. As part of the review process the ERO and developer work together to find solutions that ensure the protection and enhancement of the environment that will eventually benefit residents or patrons. This process is crucial and always results in a better project. In all cases, there must be a clear path to compliance for any outstanding issues that may remain at the time of clearance.

Note: Once an application has been submitted for a project that anticipates the use of Department of Housing & Urban Development (HUD) funding, neither HUD funds, nor non-HUD funds can be committed to that project until the environmental review has been approved by HUD, and the Release of Funds obtained. No choice limiting action can be taken until the environmental review is approved (24 CFR 58.22) and Release of Funds obtained. Choice limiting actions include real property ACQUISITION, DEMOLITION, SITE CLEARANCE, REPAIR, REHABILITATION, CONSTRUCTION and LEASING activities. If you are not certain about where your project stands with regard to this statement, please contact the Environmental Review Officer.

Once the project has been reviewed and a determination has been made that a project can proceed, the City must publish a notice for the project/activity, and a RROF must be completed and submitted to HUD, with subsequent approval by HUD.

Categorical Exclusion Approval Process

Public Notice & Comment Period

Once the environmental review has been concluded, CEST activities require the publication of what is called a Notice of Intent to Request Release of Funds (NOI-RROF) which is published in the local paper of general circulation. Typically the publication is run in the public notice section of the Sunday edition of the Kansas City Star but notices are also run in The Call, and Dos Mundos. This notice provides the public with a 7-day window within which they can comment on the proposed use of funds. Comments received in the specified time will be responded to and incorporated into the ERR.

Submittal of Request for Release of Funds to HUD

The day after the expiration of the comment period, a "Request for Release of Funds and Environmental Certification" form is sent to HUD for authorization. This RROF is signed by the City's Certifying Officer or his/her designee, currently the alternate Certifying Officer is Dennis Murphey, the City's Chief Environmental Officer.

Objection Period & HUD Approval of RROF

The day after HUD receives the RROF, they open a 15-day Objection Period, during which time the public can object to the release of funds - if such objections meet criteria specified at 24 CFR 58.75. The day after expiration of the Objection Period, HUD approves the RROF and transmits their "Authority to Use Grant Funds" form (AUGF) to the City. Once received, the City notifies grant sub-recipients that they can commit funds to, and undertake actions authorized via the environmental review. That authorization includes any stipulations identified in the review - these conditions become legal obligations of any contractual agreements associated with the project.

Environmental Assessment Approval Process

The approval process for an EA is nearly the same as the process for CEST activities. The difference is that the City must publish its Finding of No Significant Impact or FONSI, as well as a NOI-RROF. Typically this is accomplished through what is called a "combined notice" which simply publishes the two together. This notice provides the community a 15-day Comment Period rather than a 7-day period. Under exceptional circumstances, a 30 day Period may be necessary.

Because there are many more aspects to an EA review, the process may result in several "Conditions of Approval." Those conditions become legal obligations of any contractual agreements associated with the project, and must be adhered to in order for the grantee or sub-recipient to remain in compliance with their grant obligations.

On-going Compliance with Related Federal Authorities

Some CEST or EA reviews are associated with programs involving multiple properties over the course of time. These programs are designed to assist properties not identified at the time of program inception. In these cases, as sites are identified, they must be reviewed to ensure compliance with statutory or regulatory requirements not fully addressed at the time clearance was provided to the program. This "site-specific" review is in line with the NEPA concept of "Tiering." This approach allows compliance issues to be reviewed once they are "ripe," expediting what would otherwise be successive reviews for similar projects that would each require their own release of funds.

Examples of program-based activities that require such on-going review and compliance for site-specific projects include the following:

Programs

- Property Acquisition
- New Housing Construction
- Housing Rehabilitation

- Commercial Rehabilitation
- Demolition

Compliance Issues

- Floodplains
- Historic preservation (i.e., Section 106)
- Noise Impacts
- Explosive hazards
- Hazardous substances
- Lead-Based Paint
- Asbestos Containing Materials Grant recipients and sub-recipients are contractually obligated to ensure that the Conditions of Approval or other required actions are carried out. Documentation of such compliance must be maintained in program/project files. Greater detail on the review process can be obtained by contacting the City's Environmental Review Officer or going to the City Website: <http://kcmo.gov/neighborhoods/environmental-review/>.

Tom Neff, Environmental Review Officer: e-mail: tom.neff@kcmo.org Phone 816- 513-2808



Environmental Checklist

Housing & Community Development Activities

This checklist is to be completed by the Developer/Applicant using appropriate resources and personnel. An electronic version can be supplied upon request and may be filled-out as a "Form" in Microsoft Word. A signed copy of this form is to be submitted along with the application for funding.

The City of Kansas City requests the use of maps and photographs to aid in defining the site or sites. A variety of maps may be useful in describing the environmental factors that must be investigated, such maps may include:

- Location maps that show the general layout of the area and major features and facilities in the vicinity,
- USGS topographic maps that indicate terrain,
- Sanborn Fire Insurance Maps that may show some of the previous uses of the site and surroundings,
- Zoning maps, and/or land use maps that show current and/or future community planning objectives.

Mark the maps as necessary to keep information legible and organized. Many of the conditions observed should be recorded directly on a site plan so long as the footprint of proposed structures can be clearly identified. Additionally, all conditions should be photographed and the photographs should be accompanied by a photo key. An aerial photo showing the site and community would be helpful.

Project Name: _____

Project Location:

Street: _____

County: _____

Brief Description of Project:

Project Contact Information

Name: _____ **Title:** _____ **Phone #:** _____

E-mail: _____ **Address:** _____ **Fax #:** _____

Date of Field inspection: _____ **By (printed name):** _____

Signature: _____

General Project Information:

1. Project is in a location described as:

- ☐ Central city
 ☐ Suburban
 ☐ Infill urban development
☐ In developing rural area
 ☐ In undeveloped area

2. Project is served by:

- ☐ Paved access
 ☐ Public water system
 ☐ Gas service
☐ Public sanitary sewer system
 ☐ Electric service
☐ Telephone service
 ☐ Cable TV

- | | | Yes | No |
|--|--------------------------|--------------------------|--------------------------|
| 3. Is the project an addition to existing development? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Are there existing buildings on the site? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5. Is the site covered with non-agricultural vegetation? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Is the site presently being farmed? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Is the site on a scenic river? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 8. Are there sinkholes on or near the site? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9. Is there an existing structure on site? Date of Construction: _____ | | <input type="checkbox"/> | <input type="checkbox"/> |

Environmental Compliance Factors

Noise (*Show location on map of all the following elements*)

- | | | Yes | No |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the site within 1,000 feet of a major street/road/highway/freeway? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Is the site within 3,000 feet of a railroad? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Is the site within 15,000 of a military airfield? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the site within 2,500 of a civil airport? | | <input type="checkbox"/> | <input type="checkbox"/> |
- (ID all stop signs, stoplights, and railroad crossings along the identified major roads.)

Floodplains/Wetlands

- | | | Yes | No |
|--|--------------------------|--------------------------|--------------------------|
| 1. Is the site within a floodplain? Refer to FEMA FIRM maps | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are there drainage ways, streams or rivers on or near (w/in 1,000 feet) the site? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are there ponds, marshes, bogs, swamps or other wetlands on or near (w/in 1,000 feet) the site? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are there soils or vegetation characteristic of wetlands on or near the site? | <input type="checkbox"/> | <input type="checkbox"/> | |

Hazards, Contamination and Toxic Materials

- | | | Yes | No |
|---|--------------------------|--------------------------|--------------------------|
| 1. Are facilities handling explosive or fire-prone materials such as liquid propane, gasoline or chemicals visible from the project site? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 2. Are there above ground storage tanks on or near the project site that are greater than 500 gallons? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3. Is the project near (w/in 1000 feet) a dump or landfill site? | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4. Is the project near (w/in 1000 feet) an industry disposing of chemicals or hazardous wastes? | | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Is the project adjacent to or across the street from a gasoline station? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Distressed vegetation | | <input type="checkbox"/> | <input type="checkbox"/> |
| Waste material/containers | | <input type="checkbox"/> | <input type="checkbox"/> |
| Soil staining, pools of liquid | | <input type="checkbox"/> | <input type="checkbox"/> |
| Loose/empty drums, barrels | | <input type="checkbox"/> | <input type="checkbox"/> |
| Oil/chemical spills | | <input type="checkbox"/> | <input type="checkbox"/> |
| Abandoned machinery, cars, refrigerators, etc. | | <input type="checkbox"/> | <input type="checkbox"/> |
| Transformers, fill/vent pipes, pipelines, drainage structures | | <input type="checkbox"/> | <input type="checkbox"/> |

Compatibility with surrounding development*(Use photographs, Sanborns, aerial photos, zoning or land use maps to note the following)*

Is the project compatible with surrounding area in terms of:

	Yes	No		Yes	No
Land use	<input type="checkbox"/>	<input type="checkbox"/>	Texture, materials	<input type="checkbox"/>	<input type="checkbox"/>
Height, bulk, mass	<input type="checkbox"/>	<input type="checkbox"/>	Building type (lo/hi rises)	<input type="checkbox"/>	<input type="checkbox"/>
Building density	<input type="checkbox"/>	<input type="checkbox"/>	Building arrangement	<input type="checkbox"/>	<input type="checkbox"/>
Population density	<input type="checkbox"/>	<input type="checkbox"/>	Light/shadow and ventilation	<input type="checkbox"/>	<input type="checkbox"/>
Setback	<input type="checkbox"/>	<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	<input type="checkbox"/>

Demographic/neighborhood characterWill the project be unduly influenced by: *(Show photographs of the surrounding area)*

	Yes	No		Yes	No
Building obsolescence	<input type="checkbox"/>	<input type="checkbox"/>	Transition of land uses	<input type="checkbox"/>	<input type="checkbox"/>
Vacant buildings	<input type="checkbox"/>	<input type="checkbox"/>	Transition in density	<input type="checkbox"/>	<input type="checkbox"/>
Building deterioration	<input type="checkbox"/>	<input type="checkbox"/>	Non-conforming conversions	<input type="checkbox"/>	<input type="checkbox"/>
Postponed maintenance	<input type="checkbox"/>	<input type="checkbox"/>	Incompatible land uses	<input type="checkbox"/>	<input type="checkbox"/>
Obsolete public facilities	<input type="checkbox"/>	<input type="checkbox"/>	Inadequate off-street parking	<input type="checkbox"/>	<input type="checkbox"/>
Buildings crowding land	<input type="checkbox"/>	<input type="checkbox"/>			

Site accessibility/Parks and recreation/Commercial and Retail/Transportation

	Yes	No
1. Are there sidewalks to connecting areas?	<input type="checkbox"/>	<input type="checkbox"/>
2. Are the approaches to the project convenient, safe and attractive? <i>(Show photographs and drawings)</i>	<input type="checkbox"/>	<input type="checkbox"/>
3. Is the project accessible to employment? <i>(Show location on map)</i>	<input type="checkbox"/>	<input type="checkbox"/>
4. Are parks and play spaces available on site or nearby? <i>(Show location on map)</i>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are commercial / retail shopping centers nearby?	<input type="checkbox"/>	<input type="checkbox"/>
6. Is public transportation service available?	<input type="checkbox"/>	<input type="checkbox"/>

Public Services***Proximity***

Show on a map, the distance from the site boundary to each of the following:

Nearest Police Station	Distance from Site: _____
Nearest Fire Station	Distance from Site: _____
Nearest Medical Facility	Distance from Site: _____
Does the Medical Facility have emergency facilities	Yes <input type="checkbox"/> No <input type="checkbox"/>

Response Times

Police Department:	_____
Fire Department:	_____
Medical Personnel:	_____

Will the project be affected by:									
(Show locations on map or identify distances to all of the following)									
	Yes	No	Ft.			Yes	No	Ft.	
Hazardous street conditions	<input type="checkbox"/>	<input type="checkbox"/>	_____	Railroad-crossing hazards		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Dangerous intersections	<input type="checkbox"/>	<input type="checkbox"/>	_____	Inadequately screened					
				drainage/catchment structures	<input type="checkbox"/>	<input type="checkbox"/>		_____	
Through traffic problems	<input type="checkbox"/>	<input type="checkbox"/>	_____	Hazards in vacant lots		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Inadequate separation of									
pedestrian / vehicular traffic	<input type="checkbox"/>	<input type="checkbox"/>	_____	Chemical tank-car terminals		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Inadequate street lighting	<input type="checkbox"/>	<input type="checkbox"/>	_____	Trucking terminals		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Oil or gas wells	<input type="checkbox"/>	<input type="checkbox"/>	_____						
Children's play areas located									
next to freeways or other				Unscreened quarries or					
high volume traffic ways	<input type="checkbox"/>	<input type="checkbox"/>	_____	other excavations		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Other hazardous:				Hazardous cargo					
- Chemical storage <input type="checkbox"/>	<input type="checkbox"/>	_____		transportation routes		<input type="checkbox"/>	<input type="checkbox"/>	_____	
- High-pressure gas				Sanitary landfills or					
Transmission lines	<input type="checkbox"/>	<input type="checkbox"/>	_____	mining operations		<input type="checkbox"/>	<input type="checkbox"/>	_____	
- Overhead Electrical				Industrial operations		<input type="checkbox"/>	<input type="checkbox"/>	_____	
Transmission lines	<input type="checkbox"/>	<input type="checkbox"/>	_____						

Are there air pollution generators nearby:					
	Yes	No		Yes	No
Heavy industry	<input type="checkbox"/>	<input type="checkbox"/>	Large parking facilities		
Incinerators	<input type="checkbox"/>	<input type="checkbox"/>	(1000 or more cars) <input type="checkbox"/>	<input type="checkbox"/>	
Power generating plants	<input type="checkbox"/>	<input type="checkbox"/>	Heavy traveled highway		
Oil refineries	<input type="checkbox"/>	<input type="checkbox"/>	(6 or more lanes)	<input type="checkbox"/>	<input type="checkbox"/>

Unique natural features and areas		Yes	No
1. Is the project near natural features such as waterfalls, bluffs or cliffs?	<input type="checkbox"/>	<input type="checkbox"/>	
2. Is the project near public or private scenic areas?	<input type="checkbox"/>	<input type="checkbox"/>	
3. Are other significant natural resources visible on site or in the vicinity?	<input type="checkbox"/>	<input type="checkbox"/>	

[illegible]

Appendix G – Section 3 Requirements

- **What Is Section 3 and Why Is It Important**
- **Section 3 Requirements for Applicable Action Plan Projects**
 - **Section 3 Overview**

What Is Section 3 and Why Is It Important?

Section 3 of the Housing and Urban Development Act of 1968, {12U.S.C.1701u)(section3) and implementing regulations at 24 C.F.R.135 states the purpose of Section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) (Section3) is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, be consistent with existing Federal, State and local laws and regulations, be directed to low-and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low-and very low-income persons. The City of Kansas City, Missouri fully embraces this definition of Section 3 and has set forth policies and procedures to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible be directed to low- and very low-income persons, and to business concerns which provide economic opportunities to low- and very low-income persons.

The City of Kansas City, as grantee for federal community development funds, is required by HUD to develop and implement a Section 3 program which provides hiring and economic opportunities for low and very low income persons, particularly those who are recipients of government assistance for housing and business concerns which provide economic opportunities to low-and very low income persons to achieve these objectives. Kansas City embraces the spirit and intent of its obligations under Section 3, and has set forth the following policies which are applicable to developers, contractors, subcontractors and others engaged in projects funded through the City of Kansas City Missouri with funds (*meeting the respective established thresholds of \$200,000 and \$100,000*) sourced from the U. S. Department of Housing and Urban Development.

About Kansas City Policies Regarding Section 3

Kansas City's Section 3 policies require that new employment opportunities be extended to low- and very low-income residents of the area where the project is being implemented. In essence, Section 3 eligible residents are to be extended preference in new hiring situations which result from the infusion of HUD sourced funds.

These policies also require that designated Section 3 business concerns are to be extended preference in contracting, sub-contracting, purchasing and servicing activities. Further it is the policy of the City that it will not move forward with funding any project until there is an approved Section 3 Utilization Plan in place.

The City of Kansas City Missouri has designated the Human Relations Department as the entity with overall responsibility for implementation and monitoring of the City's Section 3 policies. The Department's Section 3 Office is located at:

Section 3 Office
Robert J. Mohart Multipurpose Center
3200 Wayne
Suites 110 -111
Kansas City, Missouri 64109
Phone: (816) 513-6817
Fax: (816) 513-6820

Section 3 Office:

The Section 3 Office is available to provide technical assistance as needed to developers and others during the process of development of Section 3 Utilization Plans. The Section 3 Office provides the developers and general contractors with current lists of Section 3 certified business concerns, and certified Section 3 eligible residents seeking employment opportunities. The primary objective is to connect low- and very low-income persons with economic opportunities associated with the City's Section 3 Projects.

The Section 3 Office also is responsible for the certification of low -and very low-income persons as Section 3 eligible. Section 3 eligible residents may access the full range of training programs offered through the Full Employment Program. In addition, certified Section 3 eligible residents are made aware of hiring opportunities emanating from the City's Section 3 projects.

Contract Compliance Division

The Human Relations Department also includes the Contract Compliance Division. Implementation of all Section 3 Utilization Plans which become part of the contractual documents will be vigorously monitored by the City through its Contract Compliance office. Failure to fulfill contractual obligations with the City pursuant to Section 3 Utilization Plans can be construed as a breach of contractual terms.

What is the Section 3 Hiring Policy?

Kansas City's Section 3 Hiring Policy is an essential component of any Section 3 Utilization Plan submitted to the City for approval by Developers and contractors. Developers and contractors are expected by the City to demonstrate in their Section 3 utilization plans and through their subsequent implementation actions that Section 3 eligible residents are included in the hiring goals and are indeed beneficiaries of the plan's hiring policies and practices. The following low- and very low-income resident hiring goals apply to all projects (submitted by developers and/or contractors) for which Section 3 guidelines are applicable:

Highest Priority: Low- and very low-income residents residing in "affected neighborhoods" adjacent or near where a project is located. Neighborhood Areas are defined as Consolidated Strategy Areas as delineated in the City's approved Consolidated Housing and Community Development Plan.

Second Priority: Other low- and very low-income residents throughout the City.

Under Kansas City's Section 3 Hiring Policy funded sub-grantees, private entities, developers and contractors will be contractually obligated to:

1. Conduct aggressive employment outreach to a number of community based agencies for all new hires.
2. Accept and give preferential employment consideration to referred Section 3 eligible residents.
3. Provide appropriate employment outreach signage at the project site and throughout the project area to inform low- and very low-income neighborhood residents of employment opportunities.
4. Distribute employment outreach flyers throughout the project community and with community based organizations regarding employment opportunities.

Certification of Section 3 Eligible Residents

The City through the establishment of the Section 3 Office will certify very low and low income persons as "Section 3 eligible." It is responsible for maintaining a current and accurate list of Section 3 eligible residents, and making referrals of certified Section 3 eligible residents to job and training opportunities.

Certification of Section 3 Business Concerns

The Section 3 Office will certify business concerns as Section 3 eligible. The Small Business Development Division will maintain a current database capable of generating accurate listings of certified Section 3 Business concerns and will make available listings of such concerns to any developer, contractor, or subcontractor interested in work pertaining to City funded (HUD sourced) projects.

Developers and Contractors Contractual Obligations:

Under Kansas City's Section 3 Business Opportunity Policy funded sub-grantees and private entities will be contractually obligated to:

1. Conduct aggressive employment outreach to Section 3 eligible business

- concerns for sub-contracting and business opportunities.
- 2. Accept and give preferential business engagement consideration to Section 3 business concerns.
- 3. Provide appropriate employment outreach signage at the project site and throughout the project area to inform Section 3 eligible business concerns of business opportunities.
- 4. Document aggressive outreach efforts related to Section 3 eligible business concerns.
- 5. Maintain proper documentation of utilization of Section 3 eligible business concerns.

It is Kansas City's policy that funded sub recipients adhere to approved procurement and bidding procedures, and therefore no "sole sourcing" of contracts shall be allowed directly to any Section 3 Business Concern. All Section 3 Business Concerns shall be licensed with the City and have experience in the service to be provided to the City or its sub recipients.

What Projects Must Follow the City's Section 3 Policies?

Kansas City's Section 3 policies are applicable to all HUD sourced construction projects related to:

- Housing Rehabilitation
- Housing Construction
- Public Construction
- Public Facilities
- Economic Development Projects (*job creating or job sustaining*)

It is important to emphasize that the infusion of any HUD sourced dollars through the City of Kansas City, Missouri into a project at any point in a project and at any level exceeding the federal thresholds triggers the full applicability of Kansas City's Section 3 Policies to the entire project. It is the policy of Kansas City that full and complete Section 3 obligations apply to all projects and situations as indicated below:

1. All construction projects for which the amount of City (HUD sourced) assistance exceeds \$200,000.
2. All Contractor/Subcontractor situations where the contract or subcontract exceeds \$100,000 from the City with HUD sourced funds.

Kansas City's Commitment to Section 3 Goals

Kansas City sets overall Section 3 employment and contracting goals annually through the Consolidated One Year Action Plan which is submitted to HUD for approval. The current Section 3 goals are as follows:

1. Employment: Thirty percent (30%) of the aggregate number of new hires during a one year period of the project. (Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 eligible persons.)
2. Contracting: (a) At least 10 percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction with federal funds; and (b) At least three percent (3%) of the total dollar amount of all other covered Section 3 contracts to eligible Section 3 business concerns.

The City will review Section 3 Utilization Plans and provide determinations within 7 to 10 work days.

Assuring Compliance with Section 3 Policies

Assuring compliance with Section 3 Policies involves affirmative measures on the part of many.

Developers, Contractors and Sub-contractors

- Shall submit a Section 3 Plan reflective of the City's stated Section 3 goals;

- Shall implement an approved Section 3 Plan meeting the stated Section 3 utilization goals (hiring and contracting);
- Shall document all aspects of implementation of their approved Section 3 Plan; and
- Shall submit required reports in a timely manner. (Proper documentation supporting the reports should be maintained for compliance monitoring reviews.)

Section 3 Requirements for Applicable Action Plan Projects

When the City Council has acted and approved a submission of a One-Year Action Plan to HUD, it is time for the included projects to develop an actual Section 3 Utilization Plan for the project. **Approved Section 3 Utilization Plans will become a part of the recipient's contract with the City of Kansas City Missouri.**

Business concerns that submit bids on HUD funded projects through Neighborhoods and Housing Services must Submit a Section 3 Utilization Plan for approval by the City

As part of the bidding process, Section 3 utilization plans are to be developed and submitted to the City to demonstrate commitment to Section 3 utilization; this will be a factor in the bid selection process. The successful bidder will then have an opportunity to finalize the Section 3 plan so that the plan that is approved by the Section 3 Office can become a part of the set of contractual documents with the City.

The following is applicable to the development of Section 3 Utilization plans for the bidding process:

Key Elements of a Section 3 Utilization Plan:

1. Section 3 Utilization plans, must be, at a minimum, reflective of the City's Section 3 Goals which are indicated below. The current Section 3 goals for the City of Kansas City Missouri are as follows:
 - a. **Employment:** Thirty percent (30%) of the aggregate number of new hires during a one year period of the project. (Example: A construction contractor hires 10 new workers. Three of the new workers should be Section 3 eligible persons.)
 - b. **Contracting:** (a) At least 10 percent (10%) of the total dollar amount of all Section 3 covered contracts for building trades work arising in connection with housing rehabilitation, construction, and other public construction with federal funds; and (b) At least three percent (3%) of the total dollar amount of all other covered Section 3 contracts to eligible Section 3 business concerns.
2. **Section 3 utilization goals for the Consolidated Plan Project must be clearly stated.** This cannot be over emphasized.
3. Designation of someone within the project's organization as the Section 3 coordinator. This will be the person within the recipient organization responsible for making sure that the project adheres to the City's Section 3 requirements and the project's Section 3 Utilization Plan as set forth in the City's contract.

Documentation and Outreach Requirements

All bid announcements and complete specifications for Section 3 applicable projects and funded activities that are included in the Action Plan must be sent to the following offices two calendar weeks prior to the bid closing date:

Section 3 Office
City of Kansas City Missouri
Human Relations Department

3200 Wayne, Suite 110
Robert J. Mohart Multipurpose Center
Kansas City, Missouri 64109

National Association of Construction Contractors Cooperation
7447 Holmes Rd #300
Kansas City, Missouri 64131
(816) 442-8680

Minority Contractors Association
3200 Wayne, Suite 202
Kansas City, Missouri 64109
816.924.4441

Asian American Chamber of Commerce of Kansas City
8645 College Blvd, Suite 110
Overland Park, Kansas 66210
913.338.0774

Black Chamber of Commerce of Greater Kansas City
816.474.9901

Hispanic Chamber of Commerce of Greater Kansas City
2001 Grand Blvd #700
Kansas City, Missouri 64108

Submit copies of bid notifications to Section 3 Office

Copies of all bid notices are to be sent to the Section 3 Office.

Mail to: 3200 Wayne, Suite 110 or Fax: (816) 513-6820
Kansas City, Missouri 64109

Document that outreach notices have been placed in the *Kansas City Call* and *Dos Mundos* Newspapers (bid announcements).

Submit Complete Section 3 Plans on all sub-contracts \$100,000 or more

Sub-contractors, with contracts \$100,000 or more are required to submit complete Section 3 Plans to the Contractor, who in turn will submit the entire package to the City's Section 3 Office. This means that at least 10 percent (10%) of the total value of the sub-contractor's contract must be subbed out to a certified Section 3 contractor.

Signage

Section 3 signage is required for construction projects). The sign must be large enough to be visible from the street. The sign must: (a) identify the name of the development project; (b) state "This is a HUD Section 3 Project"; and (c) provide contractor contact information including name and a telephone number.

Record Maintenance and Documentation

All projects which are subject to Section 3 guidelines are required to maintain comprehensive documentation of their Section 3 outreach efforts and implementation activities. There should be clearly maintained Section 3 documentation files available to be produced to and reviewed by City and/or HUD officials.

Monthly Reporting

Section 3 reporting will be required by the City on a monthly basis for Section 3 activity on City projects. The Section 3 Administrator will be in contact with developers, contractors, and subcontractors in regards to the required reporting schedule and format. Reporting shall be submitted on-line via the B2Gnow system located on the Human Relations Department webpage at <https://kcmohrd.mwdbe.com/>. In an effort to streamline and create operational efficiencies, HRD has replaced its hardcopy reporting forms with an electronic monitoring and software system called B2Gnow. This new system was chosen so that the Section 3 Office could better expedite processes and create transparency. Reporting must be done by prime contractors no later than the 15th of each month. Subcontractors have 10 days after the prime contractor reported to go into the B2Gnow reporting and monitoring system and verify their payments.

Compliance Monitoring and Reviews

The City Human Relations Contract Compliance staff will conduct regular compliance reviews which consist of comprehensive analysis and evaluation of the recipient's or contractor's compliance with Section 3. Since the source of these funds is HUD, federal officials maintain the right and responsibility to conduct Section 3 Compliance reviews which may involve any and all Section 3 projects in the City's Consolidated Plan. Where noncompliance is found, the City will notify the recipient or contractor of the deficiency and recommendations for corrective actions. A finding of noncompliance by the City or HUD may result in sanctions based on the program under which the Section 3 covered assistance was funded.

City Resources to help with Section 3 Utilization Plan Implementation

Section 3 Resident Certifications

Lists of Section 3 Certified Residents with indication of skills and experiences can be obtained by contacting:

Section 3 Resident Coordinator
Section 3 Office
Robert J. Mohart Multi-Purpose Center
3200 Wayne, Suites 110 – 111
Kansas City, Missouri 64109
(816) 513-6817

Persons meeting the HUD guidelines of being low income or very low income, who have documentation that they are Kansas City, Missouri residents may also be referred to this office for certification as Section 3 eligible.

Section 3 Certified Business Concerns

Lists of Certified Section 3 Business Concerns can be obtained by contacting:

Section 3 Resident Coordinator
Section 3 Office
Robert J. Mohart Multi-Purpose Center
3200 Wayne, Suites 110– 111
Kansas City, Missouri 64109
(816) 513-6817

Lists of Certified Section 3 Business Concerns are also available on line at kcmo.org.

Business concerns may be referred to the Human Relations Small Business Development Division for certification if they meet the HUD guidelines of either (a) 51% owned by a certified Section 3 eligible resident; (b) 30% or more of the business' permanent full time employees are certified Section 3 residents; or (c) 25% or more of the subcontracts are awarded to certified Section 3 business concerns.

Section 3 Procedures for All Developers and Contractors Seeking Funds from the City of Kansas City, Missouri

Developers and contractors who intend to seek HUD funds from the City of Kansas City Missouri should clearly understand that Section 3 obligations and requirements accompany any commitment of City funding meeting or exceeding the federal threshold. It is important for all Developers to understand that the infusion of any HUD sourced dollars through the City of Kansas City Missouri into a project at ***any point in a project*** and at any level exceeding the federal thresholds triggers the full applicability of Kansas City's Section 3 Policies to the entire project.

Policy & Procedures

The Section 3 Utilization Plan must include specific information regarding the following:

- Identification of the Project Area
- Specific Information about the current workforce
- Specific plan for hiring Section 3 eligible residents
- Specific plan for engaging Section 3 designated business concerns
- Firm commitment to include as part of all bids the Section 3 Plan (once approved by the City) which identifies activities to comply with the Section 3 Program and the City's Section 3 Clause in all sub-contracts
- Firm commitment to conduct aggressive outreach and notification to potential Section 3 residents and businesses of hiring opportunities using site signage, flyers, etc.
- Firm commitment to provide identified area employment agencies information of jobs available from the established job pool of Section 3 area residents.

Once the Section Utilization Plan has been submitted, the City's Section 3 Team will review the Plan and provide feedback within 7 to 10 working days. If the Section 3 Plan is not approved, notification will include review comments which will identify deficiencies in the plan. The City will not move forward with any contractual commitment of funding to a project without an approved Section 3 Utilization Plan. Applicants will be given an opportunity to revise plans in accordance with the Review Team's feedback. When the Section 3 Plan is approved, it will become part of the set of contractual documents with the City.

Once the General Contractor and sub-contractor are selected, the City will require the Recipient (Borrower/Developer) to submit additional components of the Section 3 Plan that outlines how all Section 3 Contract goals will be met. This plan will consist of anticipated hard numbers and dollar amounts for the employment of Section 3 Resident and the utilization of Section 3 Business. After the plan is approved, it will be reviewed and monitored regularly to evaluate the specific project's success and failures in obtaining the Section 3 Project goals.

Section 3 Overview

Goals of the Section 3 Contract

HUD regulations (24 C.F.R., Section 135) establish goals requiring that recipients of housing and community development funds and their contractors show that 30% of any newly hired employees each year come from targeted low and very low income population which includes public housing residents, residents of the neighborhoods (including the homeless in which Section 3 Projects are located, participants in Youthbuild programs, and other low income individuals. Recipients must also commit to allocate at least 10% of building trades contracts and three percent of all other contracts to businesses certified as Section 3 eligible business concerns. These federal mandates apply to all Section 3 contracts with the City of Kansas City, Missouri and specific actions to achieve these goals are essential for a Section 3 Utilization Plan to receive approval by the City.

- The employment goal of Section 3 is that at least 30% of all new hires "new employee" generated by this development be extended to persons that are Section 3 eligible resident; and

- The utilization of Section 3 Business Concern is that at least 10% of the total dollar amount awarded to the Recipient (Borrower/Developer) for the development of the project must be awarded to eligible Section 3 Businesses in the construction industry; and
- At least 3% of the total dollar amount awarded to the Recipient (Borrower/Developer) for the development of the project must be awarded to eligible Section 3 Businesses in non-construction fields. (Ex. Accounting Firm, Insurance Providers, Marketing/P.R. Firm, Law Consultations, etc.)

SECTION 3 DEFINITIONS

Applicant means any entity which makes an application for Section 3 covered assistance, and includes, but is not limited to, any State, unit of local government, public housing agency, Indian housing authority, Indian tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization (CHDO), resident management corporation, resident council, or cooperative association.

Business concern means a business entity formed in accordance with State law, and which is licensed under State, county or municipal law engages in the type of business activity for which it was formed.

Business concern that provides economic opportunities for low-and very low-income persons. See definition of “Section 3 business concern” in this section.

Contractor means any entity which contracts to perform work generated by the expenditure of Section 3 covered assistance, or for work in connection with a Section 3-covered project.

Department or HUD means the Department of Housing and Urban Development, including its Field Offices to which authority has been delegated to perform functions under this part.

Employment opportunities generated by Section 3 covered housing and community development assistance. This term means all employment opportunities arising in connection with Section 3 covered projects (as described in 135.3(a) (2), including management and administrative jobs connected with the Section 3 covered project. Management and administrative jobs include architectural, engineering or related professional services required to prepare plans, drawings, specifications, or work write-ups; and jobs directly related to administrative support of these activities, e.g., construction manager, relocation specialists, payroll clerk, etc.

Housing and community development assistance means any financial assistance provided or otherwise made available through a HUD housing or community development program through any grant, loan, loan guarantee, cooperative agreement, or contract.

JTPA means the job Training Partnership Act (29 U.S.C. 1579(a).

Low-income person. See the definition of “Section 3 resident” in this section.

Neighborhood area means:

- A. For HUD housing programs, a geographical location within the jurisdiction of a unit of general local government (but not the entire jurisdiction) designed in ordinances, or other local documents as a neighborhood, village, or similar geographical designation.
- (2) For HUD community development programs, see the definition, if provided, in the regulations for the applicable community development program, or the definition for this term in 24 CFR 570.204(c)(1).

New hires mean full-time employees for permanent, temporary or seasonal employment opportunities.

Recipient means any entity which receives Section 3 covered assistance directly from HUD or from another recipient and includes, but is not limited to, any State, unit of local government, PHA, IHA, Indian Tribe, or other public body, public or private nonprofit organization, private agency or institution, mortgagor, developer, limited dividend sponsor, builder, property manager, community housing development organization, resident management corporation, resident council, or cooperative association. Recipient also includes any successor, assignee or transferee of any such entity, but does not include any ultimate beneficiary under the HUD program to which Section 3 applies and does not include contractors.

Section 3 means Section 3 of the Housing Urban Development Act of 1968, as amended (12 U.S.C. 1701u).

Section 3 business concern means a business concern, as defined in this section.

- (1) That is 51 percent or more owned by Section 3 residents; or
- (2) Whose permanent, full-time employees include persons, at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were Section 3 residents, or
- (3) That provides evidence of a commitment to by contract in excess of 25 percent of the dollar award of all subcontracts to be awarded to business concerns that meet the qualifications set forth in paragraphs (1) or (2) in this definition of "Section 3 business concern."

Section 3 clause means the contract provisions set forth in 24 CFR 135.38.

Section 3 covered contract means a contract or subcontract (including a professional service contract) awarded by a recipient or contractor for work generated by the expenditure of section 3 covered assistance, or for work arising in connection with a section 3 covered project. "Section 3 covered contracts" do not include contracts awarded under HUD's procurement program, which are governed by the Federal Acquisition Regulation System (see 48 CFR, Chapter 1). "Section 3 covered contracts" also do not include contracts for the purchase of supplies and materials. However, whenever a contract for materials includes the installation of the materials, the contract constitutes a section 3 covered contract. For example, a contract for the purchase and installation of a furnace would be a section 3 covered contract because the contract is for work (i.e., the installation of a furnace) and thus is covered by section 3.

Section 3 covered project means the construction, reconstruction, conversion or rehabilitation of housing (including reduction and abatement of lead-based paint hazards), other public construction which includes buildings or improvements (regardless of ownership) assisted with housing or community development assistance.

Section 3 resident means: (1) A public housing resident; or (2) An individual who resides in the metropolitan area or non-metropolitan county in which the section 3 covered assistance is expended, and who is:

- (i) *A low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act defines this term to mean families (including single persons) whose incomes do not exceed 80 per centum of the median income for the area, as determined by the Secretary, with adjustments for smaller and larger families, except that the Secretary may establish income ceilings higher or lower than 80 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of prevailing levels of construction costs or unusually high or low-income families; or
- (ii) *A very low-income person*, as this term is defined in section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)). Section 3(b)(2) of the 1937 Act (42 U.S.C. 1437a(b)(2)) defines this term to mean families (including single persons) whose incomes do not exceed 50 per centum of the median family income for the area, as determined by the Secretary with adjustments for smaller and larger

families, except that the Secretary may establish income ceilings higher or lower than 50 per centum of the median for the area on the basis of the Secretary's findings that such variations are necessary because of unusually high or low family incomes.

SECTION 3 CONTRACT CLAUSE

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause):

- A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low income persons, particularly persons who are recipients of HUD assistance for housing.
- B. Contractor agrees to comply with HUD's regulations in 24 CFR, Part 135, which implement Section 3. As evidenced by its execution of this Contract, the Contractor certifies that it is under no contractual or other impediment that would prevent it from complying with the Part 135 Regulations.
- C. The Contractor agrees to send to each labor organization or representative of workers with which the Contractor has a collective bargaining agreement or other understanding; if any, a notice advising the labor organization or workers' representative of the Contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The Contractor agrees to include Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The Contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulation in 24 CFR Part 135.
- E. The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR Part 135.

Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts

Appendix H

- **MBE/WBE & Construction Employment Program**

MBE/WBE & Construction Employment Programs

NOTE: Any construction related applications requesting more than \$300,000.00 and all other applications more than \$117,000.00 will need to submit the following documents:

1. Minority and Women's Business Enterprises. The City is committed to ensuring that minority and women's business enterprises (M/WBE) participate to the maximum extent possible in the performance of City contracts. If the applicant is requesting funding exceeding the M/WBE dollar thresholds described above, applicant will be required to submit a contractor utilization plan, consisting of the following:

[HRD 06 RFQ/P Instructions - Rev. 021108](#)

[HRD 08A RFP Contractor Utilization Plan Request for Waiver - Rev. 080202](#)

[HRD 13 Affidavit of Intended Utilization - Rev. 021108](#)

[00450.01 HRD Letter of Intent to Subcontract - Rev. 031306](#)

Exceptions to the MBE/WBE requirements are as follows:

- a. Personal services contracts;
- b. Emergency contracts; and
- c. Imprest accounts in the nature of petty cash funds.

2. Construction Employment Program. The City has adopted a Construction Employment Program (Sections 38-83.1 through 38-83.13, Code of Ordinances) (the "Program") to implement the City's policy of supporting the fullest possible utilization of minority and women workers in the construction industry. A person or firm who is awarded a contract to construct, reconstruct, improve, enlarge or alter any fixed work that is estimated by the City prior to solicitation as requiring more than 800 construction labor hours, has an estimated costs that exceeds \$324,000.00, and involves the expenditure of public funds, is subject to company-wide construction employment goals. The minimum goals are currently set at 10% for minorities and 2% for women, but public recognition may be provided if the Proposer achieves at least twice the minimum participation. The successful Proposer may meet these company-wide goals by counting the Proposer's utilization of minorities and women throughout the Kansas City metropolitan statistical area. Contractor shall carry out the program by implementing its workforce utilization plan and submitting the following documents:

[00485.02 Project Workforce Monthly Report - Rev. 020408](#)

[00485.03 Company-Wide Workforce Monthly Report - Rev. 020408](#)

For additional information on the above, please contact Diane Hawkins of the Human Relations Department, (816) 513-1836 or visit the Human Relations Department website at <http://kcmo.gov/humanrelations/>.